



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

### Minutes of the Local Governing Body meeting held virtually via Zoom on Tuesday 7<sup>th</sup> July 2020 at 7.00pm

#### In attendance

Renee Joyce (Chair)	RJ	Co-opted	Present
Simon Lee	SL	Parent	Present
Scott Allen	SA	Parent	Present
Robert Rowlandson	RR	Parent	Present
Katie Pollard	KP	Co-opted	Present
Andrew Rivers	AR	Parent	Present
Sue Conway	SC	Co-opted	Present
Tina Dobrowolski	TD	Co-opted	Present
Bernie Miele	BM	Headteacher	Present
Andy McWilliam	AM	Staff	Present
Fern Middleton	FM	Associate	Apologies received.
<b>Also in Attendance</b>			
Janet Sherwin	JS	Clerk	Present

#### Action

#### 1. Welcome, Membership & Apologies for Absence

Apologies were received on behalf of FM.

#### 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 not taken any urgent action other than signing a number of bank transfers and attending meetings of the TMAT Covid Committee.

#### 5. Minutes of the Previous Meeting

The minutes of the meeting held on 17<sup>th</sup> March 2020 were approved as a correct record of the meeting.

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

There were no matters arising.

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

There were no outstanding actions.

## **6. Reports from Committees**

### ***• Finance and Premises Committee***

The Finance and Premises Committee met on 26<sup>th</sup> May 2020 to discuss the 2019/20 budget and the draft budget for 2020/21.

Governors had raised a number of questions regarding the overspends and underspends on the Cost Centre Report and the in-year deficit on the 5-year forecast, **but as the Business Manager had been unable to attend, the questions remained unanswered.**

The questions were sent to the School Business Manager after the meeting and a new date set for the 10 June 2020 to consider the answers and approve the budget.

Having received the answers to their questions, governors agreed to approve the budget but RR, the Chair of the Committee, said that he was still concerned about the carry forward being so low. He said that the school would need to try and keep within budget this year.

### ***• Leadership and Management Committee***

The Leadership and Management Committee did not meet this term due to the Covid situation.

## **7. Report from the Headteacher**

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

BM told governors that the report was not in the usual format due to the effects of Covid-19 on the normal operation of the school.

She reported that the school is fully staffed for September.

Bev Ingram who was due to retire at the end of August is now on long term sick leave and Andy McWilliams will be retiring on 22<sup>nd</sup> July 2020.

At the start of lockdown, the school followed the government guidelines and set up provision for the vulnerable pupils and the children of key workers. Numbers were low to begin with but have gradually increased to three bubbles.

At the beginning of June, the government asked schools to open to a wider group of pupils from Reception, Y1 and Y6 and a detailed risk assessment was written. It all ran smoothly and numbers have gradually increased, plus places were also offered to Y5 pupils.

Updated numbers are:

KW/Vulnerable 5 days p/w	Reception 2 days p/w	Year 1 2 days p/w	Year 6 2 days p/w	Year 5 2 days p/w	Total
33 + 5HI	31	34	34	27	162

"Saying goodbye" sessions have also been arranged for years 2,3 and 4 with a take up of 70% which means that all year groups have been offered the chance to come into school at least once before the summer break.

BM reported that she has started reading through the latest guidance for September, when all pupils will be expected to be in school and she will be producing a new risk assessment to be approved by governors.

She told governors that the staff have gone above and beyond during difficult times. Teachers worked hard to continue to provide home learning opportunities for all pupils in their classes whilst coming into school to teach their bubbles.

LSAs, admin, catering and premises staff have also been brilliant and she expressed a massive thank you to everyone for their hard work.

A number of reports from school leaders were attached to the report as appendices. BM told governors these were to keep governors informed about what has been going on in the school.

- EYFS Report by Sarah Smith
- KS1 Report by Lauren Munrowe
- LKS2 Report by Hayley Wakelin
- UKS2 Report by Debbie Clifton
- Curriculum Report by Fern Middleton & Lauren Munrowe
- SEN Report by Lisa Gadd

The three Headteachers continue to meet weekly to support each other with risk assessments and ideas for improving provision.

Currently they are looking at ideas for transition, for enabling teachers to say goodbye and for what September may look like.

## **8 School Development Plan**

BM reported that because the school will not have moved on this term so they will roll over the priorities into next year and then pick up from where they left off.

## **9 Safeguarding Update**

BM reported that the number of pupils on the red list are as follows:

<b>Safeguarding – Red List</b>	15 High / 23 Medium / 34 Emotional Wellbeing / 15 Low
<b>Supported by Social Care</b>	6
<b>Online Safety Red List</b>	50

She told governors that, at the start of lockdown, the Red List was the key driver in helping them to identify the families in need.

They carried out a risk assessment and then invited those identified as being most vulnerable into school.

To begin with, the offer was only taken up by a handful of children. However, over time, more and more agreed to come back to school. During this time, the school maintained regular contact with Social Care and the School Nurse.

She told governors that CPOMS has, without doubt, been the best thing that the school has purchased this year. Back in December, nobody could have envisaged how crucial having an online recording system would be.

CPOMS has allowed the school to maintain the highest level of safeguarding throughout lockdown.

When staff log a concern, the safeguarding team are alerted straight away and can follow up with immediate actions. The safeguarding team have continued

to hold virtual safeguarding meetings every week. Unsurprisingly, teachers have noticed an increase in anxiety within many of the families, over the last couple of months. They are maintaining good communication through phone calls and emails and the parents have really appreciated the continued support.

## 10 Update on CIF Bids

The CIF bid was not successful.

AW will go through the survey of the roof which is all in red, to see what needs doing now. It is too late to get it done during the summer. The new Site Manager will need to get it priced and get it done in the next year or so.

The CIF bid will be appealed but there needs to be a backup plan. Meanwhile the building, which was built in 1952, is letting in water. They can do a patch job but that is just fire fighting until they can get some money.

**Question Governors asked whether it was dangerous?**

Not yet, but it will be if not repaired.

**Question Governors suggested writing to Robert Halfon. Maybe the children could write?**

BM said that she will liaise with AM and go through the survey.

She said that the school was previously a Local Authority school but the roof had not been repaired in all those years. It should have been monitored properly by the landlord.

They had started to do the windows but as soon as the school became an academy, they stopped.

**Question Governors asked, besides the roof and windows, were there any other capital projects that they should be looking at?**

The window sills are rotting and the plastic guttering is blocked. There are some loose areas which may fall on people. Less urgent are the tree roots which are moving the paving slabs.

These are all general maintenance issues but the school does not have the budget. The maintenance budget is maybe £20,000 a year, £10,000 for maintenance and £10,000 for upkeep, which goes nowhere. If they do not get the bid, they should still get some prices for going forward.

It was agreed that the plan of action for now would be to look at the survey to see what are the worst areas, get a roofer up there to stop the leaks, and then BM, Bobbie and Jo to put in an appeal.

A governor commented that Boris Johnson has announced spending millions on renovating schools. Perhaps the school can apply for some of that.

**Question Governors asked whether the survey was available for the CIF bid?**  
That was what informed the bid as well as photographs etc.

## 11 Updates to Policies

Governors noted that a number of TMAT policies had been updated and approved by

the Trust Board.

An addendum has also been added to the Behaviour Policy. It contains expectations of how the pupils need to behave under the Covid situation. Parents have to sign it when they come into the school.

**Question Governors asked whether pupils will wear masks?**

It is not recommended because they touch their faces which will cause more problems. The school will follow the guidelines.

**Question Governors asked whether any parents have refused to send their child to school unless masks are worn?**

No, not yet but who knows what will happen in September. They will need to be clear about the reasons so that they can tell parents.

The guidance says that masks prevent others being infected by you.

Any close work with pupils, administering first aid etc, staff should wear a visor. They do have visors in school as well as PPE for close contact with pupils such as changing a child who has soiled themselves.

**Question Governors asked about Nursery and Reception pupils who may need reassurance or a cuddle?**

The advice is to try and be above the child's head even when comforting them.

**Question Governors asked how are staff at maintaining social distance?**

Some have to be reminded that they need to maintain distance from each other as well as the children. If distance is reduced from 2 metres to 1 metre plus, they should wear some sort of protection.

**12 Governor Monitoring**

Scott Allen said that he had completed a report on his meeting with Julie McAllister and Lisa Gadd to discuss attendance. (attached as appendix 1)

Governors were advised that any monitoring with subject leaders can be arranged via Zoom.

**13 Approval of Term Dates**

The term dates for 2021/22 were noted as follows:

**Autumn term** Thurs 2 Sept 2021 – Mon 20 Dec 2021  
Half term 25 October – 29 October 2021

**Spring term** Tues 4 Jan 2022 – Fri 1 April 2022  
Half term 14 February – 18 February 2022

**Summer term** Tues 19 Apr 2022 – Fri 22 July 2022  
May Bank Holiday 2 May 2022  
Half term 31 May – 3 June 2022

**The non-pupil days were approved as:**

Thurs 2 Sept 2021  
Fri 3 Sept 2021  
Mon 20 Dec 2021  
Tues 4 Jan 2022  
Fri 24 June 2022

## 14 Schedule of Meetings

The schedule of meeting for 2020/21 was agreed as:

### Autumn Term 2020

<b>Local Governing Body</b>	<b>7.00pm</b>	<b>Tues 15 September 2020</b>
Local Governing Body	7.00pm	Tues 20 October 2020
<b>Local Governing Body</b>	<b>7.00pm</b>	<b>Tues 24 November 2020</b>

### Spring Term 2021

Local Governing Body	7.00pm	Tues 9 February 2021
<b>Local Governing Body</b>	<b>7.00pm</b>	<b>Tues 16 March 2021</b>

### Summer Term 2021

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

## 15 Any other Business

### **Question Governors asked where will SATs results come from?**

There will not be any which is a bit disappointing as they were making good progress.

### **Question Governors asked whether the school got their money back from Kingswood?**

They have offered to refund £18,000. It should be £21,000 but they will not refund the deposit. Solicitors, Stone King are going to write to them.

The school are not booking for Y5 yet as there is uncertainty about next year.

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

### ***Summary of agreed actions***

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

Governor Visit Report from Scott Allen

Attendance meeting with Julie McAllister & Lisa Gadd on 31<sup>st</sup> January 2020

I met with Julie McAllister (FSW) and Lisa Gadd (Inclusion Manager). We looked at this years attendance.

Attendance from 03.09.19 – 31.01.20:

Years 1 - 6 96.2%

Years R – 6 95.90%

Reception classes only 93.8%

Nursery classes only 88.30%

Number of Persistent Absentee's (PAs) 28 children

The team recognise that 'office block conversion' families and transient children have attributed to the attendance issues in school.

Since September 2019 Tany's Dell has requested that the Local Authority (LA) issue Penalty Notices (PN) for 13 children who had unauthorised holidays (we had to retract 3!). One family of 4 children who failed to pay their PN's in the summer term are due in court on 13.02.2020 for prosecution for failing to ensure good attendance for their children. 2 other families were prosecuted in the court successfully last year (2018/2019). If found or pleading guilty these parents will have a criminal record and have to pay a fine and court costs.

Julie recognised that last years attendance wasn't as good as it could have been and attributed this to her spending lots of time covering the reception desk and completing admin tasks due to staff sickness. This year Julie & Lisa have taken a pro-active approach and planned strategies to increase their efficiency & effectiveness when dealing with attendance. They work closely with their link person from the Attendance Compliance Team, Derai Lewis-Jones who has given them lots of advice. They also attend a regular attendance workshop hosted by Derai and Daisy Alexander.

Lisa gives an attendance assembly every week and celebrates the classes that had achieved between 96% - 100% for the previous week. They still give out trophies and certificates at the end of a year for 100% attendance and those children also get a trip to the cinema.

Throughout the year the attendance team focus on dealing with poor attendance quicker and have a more robust system of letters and meetings than before. This is helping raise attendance quicker.

The team also give out termly attendance certificates. They have an attendance ladder in reception where classes are encouraged to monitor their own attendance. There is also an attendance rewards board in the corridor.

Recently the team had found that the school calendar can affect attendance. It had been noted that at the end of a term when the school finishes at 1.30pm, more children than usual do not come to school. Likewise when we finish or start a term mid-week, there is a higher proportion than usual of children who do not come in for that week or on return do not come back to school until the following week.

Lisa and Julie are going to look at increasing rewards and prizes throughout the school where the focus will be different each time such as most improved class, 100% class attendance 3 weeks in a row etc. This is something they hope to be able to report on when I next visit them. They are also going to speak to the teachers to encourage more conversations in classrooms about attendance.

I noticed that there are attendance leaflets for parents to take in the reception area and Julie said these are also put in the packs for new starters (reception). Julie also gives a presentation to the new intake of children every year, fully explaining attendance, its importance and the law.

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