



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

### Minutes of the Local Governing Body meeting held virtually via Zoom on Tuesday 9<sup>th</sup> February 2021 at 7.00pm

In attendance

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

#### Action

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

RJ welcomed governors to the meeting.

Apologies were received on behalf of FM, who was attending another meeting.

##### 2. Any other urgent business

RJ said that she wanted to report about wellbeing training she was going to attend. 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

RJ reported that she had not carried out any urgent actions.

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

The minutes of the meeting held on 24<sup>th</sup> November 2020 were approved as a correct record of the meeting.

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

AM updated governors on the situation regarding the caretaker's house.

He reported that he was offered a flat in Brentwood, but this would have meant rehoming his dog. So, the council have now taken him off the list.

He has now left the house and is living in his motorhome. They cannot go anywhere at the moment because of Covid, but as time goes on, he and his wife, hope to go travelling.

He is also doing up the spare room at his mother's house because he has to look after her on and off.

He told governors that he cannot understand the attitude of Harlow Council. He said that it was through no fault of the school. Bernie Miele worked her socks off as well as the Trustees, and he cannot thank her enough.

There were no other matters arising.

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

There were no outstanding actions.

**6. Report from the Headteacher**

The Headteacher gave a verbal report to governors including the following items:

**Update on Covid Provision**

Everyone is surviving at the moment. The number of children coming into school is increasing. There are 80 in school now, so approximately 20% of the number on roll. It is not ideal because it is hard for the teachers to teach the children in school and remotely for the children at home. But everyone is going above and beyond.

**Question A governor asked is that because the numbers on the key workers list has gone up?**

The school does have a lot more vulnerable children in now. Many of them were sent in after the first couple of weeks. There is also a larger number who say they are key workers and so have the right to come in.

**Question A governor asked do you ask for evidence?**

Yes, and this week the school will be asking if anyone can reduce their number of days, so if they work three days, just send the children in for three days not five. It is difficult for families, working from home and trying to support their children.

They do understand, being in school is the best place for children to learn, but it is difficult to manage.

They cannot have all the Y3 children in one classroom as there are too many.

They have been split into two classrooms because of covid guidelines. They still have the risk assessment in place but it is about making sure of hands – space – face and ventilation to keep safe.

**Question A governor asked whether there had been any more cases?**

They had to close the year Y1 bubble and then Reception, but then when they came back, Y2 closed.

Lauren Munrowe caught Covid, but they do not know where she caught it because no one else in that year group got it. She is okay and is now working virtually but she is not 100%.

There is now a new Covid Leadership Group, Fern, Bernie and Lisa, who are part of the SLT but without classroom responsibility.

Fern is in Monday and Tuesday, Lisa on Wednesday and then Bernie Thursday and Friday. Lisa is in everyday as she supports the vulnerable children, but Fern and Bernie can then work from home on the other three days.

It has been split that way so that there is a member of the leadership team and a Safeguarding Lead in every day.

They have a daily zoom meeting to discuss what is happening that day. There is also a safeguarding meeting every week as normal and the protocols have not changed.

Staff are very good at logging concerns straight away on CPOMS and alerting them to pupils who are not engaging. This has added a massive admin job for the three of them, as well as running the school.

Since the lockdown, the school is already aware of two families who have broken up and a number of families with difficulties. There is a lot of unrest in people's homes, so if the family are not engaging, they phone them or go and knock on their doors.

Fern is doing an amazing job. She has sorted out the laptops. They received 42 from the DFE and 20 from ECC, so 62 laptops in total have gone out to families that need them. She has also sourced some 3G routers for anyone that needs them and delivered food parcels to Templefields and Astra House using the food from the Magic Breakfast.

The school are in regular contact with the Manager at Templefields. If the school are concerned about one of the families, he will knock on their doors for them.

Fern has organised all of that and a lot of people in Harlow are being fed or now have internet thanks to her. Fern and Lisa also knock on doors, so a fantastic job and a big thanks to them.

All staff had some autism training in two-hour slots on zoom. Many of the LSAs got a lot out of the training and are now looking forward to putting that into practice. There are 54 people who have now been trained for free.

Lisa is an expert and is very skilled at dealing with autism. She looks after a child that they are worried about.

There has been lots of thanks from parents who say they feel supported and that their children are learning.

Parent /teacher consultations are taking place and are held via the telephone. So far, they have all been very positive and parents are happy to talk about their children's learning.

A letter of expectations has been sent home because many parents have said that their children would not do the work for them.

There were four complaints from that letter saying that the school are not taking into account about mental health and that they were struggling. Bernie has responded to them.

She has said, for example, she expects the children to be dressed or not in bed when doing the zoom meetings as it is not appropriate. Some parents said that there is no point dressing their children because they are not going anywhere and they would then need to wash the clothes.

This year there will be no SATs, Phonics or Early Years - Good Levels of Development scores. and results will not be reported nationally. The school will still assess the children but formal results will not be sent off to the government.

## **Updated School Self Evaluation**

BM reported that she has not changed any of the judgements, she still considers the school to be good, with elements of outstanding.

**Leadership and Management** is not just about the Senior Leadership, it includes Subject Leaders, Middle Leaders and governors. They are doing really well in terms of leadership.

Interviews have been held for a Family Support Worker and they have employed someone from another school. She already leads a safeguarding team in her school. She is very skilled and has a lot of background knowledge about the services Harlow provide. She has all the attributes and skills the school were looking for. She is starting 1<sup>st</sup> March, and has big shoes to fill.

## **Quality of Teaching**

There are two teachers, early in their career, who will have missed a lot of their teaching experience due to lockdown and another one who is in their training year. So, it has not been a brilliant start to their careers. Covid has not helped them one bit but they are doing very well, in spite of this.

## **Behaviour and Attitudes**

The vast majority of the children are engaging really well.

There are just a small number in each class who are not engaging. Teachers are sticking to the National Curriculum as much as possible and doing great work.

Early Years has not been changed, it has stayed the same and their practice has not changed, they are just in lockdown.

Lots of the subject leaders have worked on their knowledge organisers and are putting them up on the website.

With regards to Ofsted, they are in the same place as they were in September. If they had a phone call tomorrow, in terms of covid provision, the risk assessment is robust, remote learning is coming along nicely and they are very proud of it.

Ofsted are talking about starting inspections in the Summer Term but they will have to wait and see if this goes ahead.

## **Protocols for remote learning**

The document "Protocols for Remote Learning – Information for Parents" was circulated to governors for information. It is a requirement to have this on the website. They have used a DFE format and it explains how they teach remotely. It has been sent to parents and published on the website. Governors said it was very clear.

## **Safeguarding**

Concerns have tripled since lockdown. It's hard to give exact numbers because several of these are about children not engaging in the remote learning rather than being Child Protection issues. However, the school are being very cautious (better to be safe than sorry) and knocking on doors, but most do not amount to any serious concern.

There was a Team around the Family meeting today, the family are clear that if the situation does not get any better, they will make a referral.

Social Services phoned the school about one family. It was an anonymous referral. There have been two cases of domestic violence, the mum had to leave the home and a MARAC meeting was held.

## **Premises**

Mick has settled in and knows the school well. He has found four leaks already identified in the CIF bid and has sought quotes. It will all depend on whether they are successful this time. They are keeping their fingers crossed, this is the third time they have applied.

He is also doing the compliance checks and all is going well.

## **Staffing**

The school is fully staffed. The new Family Support Worker starts 1<sup>st</sup> March.

Two teachers have said that they are looking for leadership positions.

The school are not able to offer any promotions because they already have a large leadership team so they are having to look elsewhere.

The school does have a teacher doing teacher training this year. So, there may be a position available in September.

The admin team are working well.

The new finance team are also working very well together.

There have been a lot of changes. including changing over to a single bank account and purchasing new finance software.

The CFO is employed two days a week and the MAT Business Manager does five days a week. It just goes to show how much Bev did.

Bernie did say to them that they should have just got used to their new roles first, she thinks they have taken on such a lot. Bobbie is often in for four days a week although they are only paying HEC for two days a week.

The school is fortunate. They are a two-form entry school and have 26 LSAs and 20 teachers and so no one has had to cross bubbles. The Hearing Impaired Unit and two bubbles closed but they still managed.

The other two schools are not so lucky. The Headteacher at Harlowbury had to teach in the morning, do the cooking and then teach again in the afternoon. That is what happens in a one form entry school, but unfortunately, Tany's Dell cannot support them.

## **Question A governor asked what would happen during an inspection with so many off?**

If a teacher is off, the other teacher in that year group would teach both groups online.

Nicky Allen is teaching Spanish remotely; she sometimes has 60 pupils. The children are enjoying it and it gives teachers time to catch up and plan.

From the parent's point of view the remote learning is superb.

Teachers are trying to make learning fun because the children are looking at screens all day. They are planning some exciting things including a science week and book week.

## **Question A governor asked are they doing half days like the Secondary School?**

The government have said that Early Years and KS1 should have 3 hours, KS2 should have 4 hours, and they are doing that. The older children are on TEAMS all day.

A governor said that Burnt Mill were doing 3 x 100min lessons. It has now changed to 40 minute lessons, a 20 minute screen break and then they come back for 40 minutes.

Bernie told governors that they are not just on TEAMs, they do go off and work on paper. There are daily exercises to get them moving. If they are in school, they do the daily mile. There is PE twice a week, Friday afternoon is family PE time and they have one other session.

## **7 Finance Matters**

The month 3 (November) and month 4 (December) budget vs actual reports plus the cashflow reports were published on GovernorHub for information.

The Business Manager also sent governors the following report on the financial position of the school at month 4.

### **Month 4**

The December end of month bank reconciliation has been processed on the SIMS Finance Management System and there were no issues.

### **End of year adjustment journals**

End of year adjustment journals are being prepared but are not yet on the finance system. Bobbie Ives will be able to answer any questions regarding the profiles of the income and expenditure.

### **Catering Income and Expenditure**

Catering income has greatly reduced due to the school only being able to educate on site the keyworker/vulnerable children. This will have a real impact at the end of the year.

### **Free School Meals Vouchers**

The school are continuing to provide FSM to those children eligible who are home learning during the lockdown. This is costing £3.00 per day per eligible child. They are waiting on advice on how to reclaim this expense back from the DfE.

The current SIMS Finance system is being prepared to take on the changes needed for moving to a single bank account on 1<sup>st</sup> March

The CFO and MBM have completed a review of the staffing costs and can confirm overspends in Teaching of £8,275, tuition costs of £3,332, LM increment to L10 only budgeted £9, £2,722 and a one-off discretionary payment.

They are expecting £3,800 from Teaching staff insurance for the 2 returning maternity leaves.

One of the cover teachers is working two days a week with children who need to catch up. The cost of £8,000 will be put against the Covid Catch-up funding.

Nursery funding is currently looking lower than budgeted which is a bit of an issue but is due to falling numbers. The Business Manager will keep governors updated with more information as it comes in.

Covid Catch up Budget – This has not yet been added to the finance system but will be for February reporting. Some of this will be allocated to teaching staff to address the overspend.

The shortfall of Meals Income and meals expenditure will not be addressed until it is known when schools will fully reopen.

The Formula Capital funding has allowed the school to purchase 11 iPad's for early years. It is also hoped that they will be able to place an order for 24 new laptops. Lack of stock and sourcing a good cost per unit is holding up the purchase of these.

**Question A governor asked what extra spend has been needed because of covid?**

They have had to buy extra cleaning materials etc. but they have been given 62 laptops.

**Question There have been 62 laptops given out, do they have to come back?**

The DFE laptops belong to the school and will come back, but the ones from ECC will be given to the most needy pupils.

**Question A governor asked whether the school received the £24,000 refund for the residential visit?**

They received £18,000 (not the deposit) which has been distributed back to the parents.

Accrual account reporting has been requested by the Chair of F&B LGB. It is something that can be done, but would need to be done for all 3 academies & the Trust. This will be discussed between Headteachers and raised at the next trustee meeting.

A governor commented that, looking at the budget, it is overspent in many areas. He would prefer to see the budget allocated over 12 months so that governors can be assured that the budget lines are not exceeding the predicted monthly spend.

BM said that now that there is no Finance Committee, the plan is for the Finance Governor to meet with the CFO and MBM, termly to discuss the budget and then feedback to the next Local Governing Body meeting.

**Action Meeting to be arranged with the MBM to discuss the budget and then feedback to the next LGB meeting.**

RR

Bernie said that Bobbie and Jo work in a different way to how Bev worked so she will need to spend some time with them to understand how they work.

It was also agreed that there may need to be some training on accrual accounts reporting for Headteachers and governors if that goes ahead.

**8 Review of Policies**

**• Emergency and Business Continuity Plan**

The plan had been reviewed and updated with the latest changes to staff roles.

**The plan was approved.**

**• TMAT Child Protection Policy**

Governors noted that the TMAT Child Protection Policy, which has been updated with an addendum relating to Covid, has been approved by the Trust Board.

## 9 Governor Monitoring

Governors noted the NGA guidance on “Monitoring priorities for Governing Boards”. The guidance contains lots of information and suggested questions governors can ask as part of their monitoring role including the following areas:

- *Risk management and safeguarding*
- *Wellbeing across the school community*
- *Providing remote education*
- *Support to reduce the impact of lockdown and disadvantaged pupils*

### **Question A governor asked about the lateral flow testing for staff?**

Claire Martin has been appointed as the Covid Co-Ordinator. All staff have been invited to come in and do the test.

For staff that are in all week, they do the test twice a week.

It gives staff peace of mind and one member of staff has been picked up as positive.

### **Question A governor asked about the cost and whether the school are following the government protocols?**

It is free to schools and the school are following all the rules.

## 10 Dates and Times of Future Meetings

The schedule of meetings has been agreed as:

Local Governing Body	7.00pm	Tues 16 March 2021
Local Governing Body	7.00pm	Thurs 25 May 2021
Local Governing Body	7.00pm	Tues 6 July 2021

## 11 Any other Business.

RJ reported at she has had the opportunity to do some free training on mental health first. There is another session this week and two next week.

It was organised by Harlow Council with Mind in West Essex.

She has also been given some manuals which might be of use to the school.

There was one for line managers which she has given to Lauren Munrowe.

There is also an Essex webinar tomorrow for Chairs of Governors on Wellbeing of Headteachers.

BM reported that there has been some discussions with the three Headteachers about having one Pay Committee for the three schools.

It will have representatives from each governing body and will save a lot of time.

Some HR training on Performance Management has been arranged.

The plan is to standardize pay so that it is fair to everyone. For catering staff there are huge discrepancies across the three schools.

Each Headteacher will still recommend the pay decisions for their school.

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
9 Feb 2021	Meeting to be arranged with Business Manager and CFO to look at the budget in more detail and then report back to the Governing Body.	Robert Rowlandson	

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

**Date .....**