



Tany's Dell Primary School and Nursery Local Governing Body

Minutes of the Local Governing Body meeting held virtually via Zoom on Tuesday 15th June 2021 at 7.00pm

In attendance

| | | | |
|---------------------------|-----|----------------------|--------------------|
| Renee Joyce | RJ | Co-opted | Present |
| Katie Pollard | KP | Co-opted | Absence noted |
| Sue Conway | SC | Co-opted | Apologies received |
| Andy McWilliam | AM | Co-opted | Present |
| Tina Dobrowolski | TD | Co-opted | Present |
| Andrew Rivers | AR | Co-opted | Apologies received |
| Julie McAllister | JM | 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 | Present |
| Bernie Miele | BM | Headteacher | Present |
| Fern Middleton | FM | Associate | Present |
| Also in Attendance | | | |
| Janet Sherwin | | Clerk | Present |
| Jo Filmer | JF | MAT Business Manager | Present |

Action

1. Welcome, Membership & Apologies for Absence

RJ welcomed governors to the meeting.

Apologies were received and accepted on behalf of SC and AR.

2. Any other urgent business

AM said that he would like to discuss the CIF bid for the roof and tree roots in the playground. RJ said that this can be discussed under item 6 – premises matters.

Governors agreed to change the order of the meeting to allow JF to report on finance.

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.

7 Finance Matters

Since the last finance report was presented at the LGB meeting in February, monthly cost centre reports and cash flow reports for month 5 (Jan), 6 (Feb) and 7 (Mar) have been posted on GovernorHub for information.

A detailed report for month 7 from the MAT Business Manager, which included the ICE visit report, is attached as appendix 1.

JF reported that due to COVID-19 the school was not open to full capacity between 20th March 2020 to 7th March 2021.

The following report was circulated to governors prior to the meeting.

Tany's Dell Academy Budget 2021-22

The Budget for 2021-22 is made up as follows;

| | |
|--|---------------------|
| General Annual Grant (GAG) | 1,784,948.89 |
| SEN Top-Up support funding | 12,914 |
| HIU Place Funding Top-up | 72,880 |
| HIU Place income from Herts x 1 child | 7,288 |
| Early Years funding | 125,000 |
| Pupil Premium based on 114 FSM entitlement 6 x (LAC) 5 x Service Children | 169,260 |
| UIFSM based on 115 children | 50,255 |
| Sports Premium Grant | 19,580 |
| School Generated Income from Catering Swimming, Ed Visits and Breakfast Club | 34,105 |
| Lettings Income Football/Carpark and Site Managers rent | 2,587.04 |
| Contributions from others schools | 1,000 |
| Insurance Claims | 5,000 |
| TMAT Staff Income | 122,252 |
| Rates Relief | 5,273.60 |
| Formula Capital Grant | 8,956 |
| Total Income | 2,421,299.53 |

Budget for 2020-21

The budget is currently showing to be having an in-year deficit of **£2,624**
£10,000 has been earmarked for the replacement doors

Estimated Carry Forward

Early indications show that the current estimated c/f from 2020-21 is **£136,206**

Budget for 2021-22

The finance team are working with an in-year deficit of **£17,243**

Impact of shortfall in budgeted Income from 2020-21 on the c/f to 2021-22

The school was not functioning to full capacity from March 2020- March 2021 due to COVID-19 Government lockdown restrictions.

Therefore, the income that had been budgeted for in the following cost centres is estimated to be short by; Catering £10,750 , Lettings lost £2,640. No staff were furloughed.

There was a Shortfall in the Nursery Funding of £52,000 due to low intake.

Formula Capital Spend – £3650 on iPads for Foundation Stage

Staff Budget and % pay increase from April/Sept 2021

Agreement has not yet been reached between the National Employers and the Trade Unions on the rates of pay applicable from 1st April 2021 – March 2022 for Support staff and Teachers from Sept 2021-Aug 2022.

The finance team have not processed a cost of living pay rise at any % as unions are still in negotiations. Governors will be informed of any updates as they come in.

JF reported that the budget was set showing the GAG income and all other funding that is expected for 2021-2022. The finance team have been working hard to allocate the expenditure so that it does not go over budget.

There is a good carry forward which is gradually being chipped away but the actions they have taken mean that there is only a small deficit this year.

The budget is all based on what they know about. If anything else comes in before the end of August, it will be dealt with as it comes in.

£10,000 has been earmarked incase the CIF bid is turned down but they are still in a good position. They have been told that the decisions on the CIF bids will be published in mid-June but they have not been notified yet.

Question A governor asked whether the £10,000 earmarked for the replacement doors is to improve accessibility?

it is to rejuvenate the front of the school because it is now looking quite drab but accessibility does come into it and it is an action identified in the 2021 Accessibility Plan.

JF told governors that looking at next year, there is an in-year deficit of £17,243 going forward so it is a difficult year. After allocating staffing, which is a big part of the budget, sadly, they have had to sacrifice some things and staff have given up some hours to help.

She said that they just hope that some more money will come in such as Pupil Premium or Catch-up funding. She is being cautious because she does not want to under estimate and then get caught out. Pupil numbers have dropped but they could go up again. Children are being shown around the school weekly.

Question How likely is it that more money will come in?

They hope that more money will come in during the spring or summer but they are not counting on it.

The £19,000 for counselling staff ½ day a week has been taken out. Staffing is now 88% which is better than the previous estimate of 90% so they are happier with that.

In curriculum, they had estimated £1000 per class which amounts to £12,000 to 15,000. This has now been slashed right back to just exercise books and pencils. They have also cut all overtime and tuition. A small amount for tuition has been budgeted for in the next budget.

In Buildings and Premises, they have put £5,000 in for emergencies, which is not a lot but it is the best they can do.

It is hoped that there will be more lettings, because they lost out last year and that pupil numbers will go up in the Nursery.

If, between October and January, they get more money coming in, then the £17,000 deficit may disappear.

JF told governors that they do not want to set a deficit budget. They do have a carry forward but do not want to chip it away because if they do not manage in year they will be in trouble.

Question A governor asked if there is any uncertainty in the carry forward?

It includes everything that they know about up until this point.

JF said that they could try to do some fundraising again and perhaps raise £15,000 in school but they are not in a position to do that at the moment. Teachers have been talking about children fundraising for their own class.

They will continue to be cautious. The other two schools are also struggling.

BM told governors that they lost money on legal fees of £10,000 last year. She said they made the painful decision that if there is another tribunal, they will need to go unrepresented.

Question A governor asked about the £5,000 in premises which seems very tight?

JF said that it will only be spent in an emergency. The site manager will try his utmost to repair what he can himself in order to save money.

Question A governor asked what will happen regarding the problem with the roof, if the CIF bid is not successful?

The school cannot use revenue money to spend on the roof. They do get capital revenue which is about £6,000 per year but that is no where near enough to pay for the roof.

Question A governor asked who is responsible?

We believe the DFE is responsible for anything that is over £10,000.

AM said that he spoke to the site manager and said that he should get a contractor in to quote a price for fixing the roof. There will then be a record.

JF said that they will wait until after they get the result of CIF bid.

If it fails again, they will contact a contractor and get quote.

BM said that they will involve governors every step of the way.

Question A governor asked about the contribution from the school towards the cost of the roof of £55,500 if the bid is successful?

BM said that then they would just get the roof done and not the windows. There would still be a carry forward of £100,000, which she was happy with but the windows would have to wait.

A governor had a number of further questions regarding the budget but it was agreed that he would ask these as part of his Finance Governor Monitoring Visit.

The questions and the answers are attached as appendix 2.

Governors expressed their thanks to JF for her hard work producing the budget and for attending the meeting.

JF left the meeting at 8pm

4. Chairperson's Action

RJ reported that she had not carried out any urgent actions since the last meeting.

5. Minutes of the Previous Meeting

The minutes of the meeting held on 16th March 2021 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. Report from the Headteacher

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

Curriculum

FM reported that the new assessment system that she had spoken about before, the Fisher Family Trust, is now up and running.

All the teacher assessments for the last two terms are on there so that they can now record and analyse the data. It works alongside the current system and ways of working. All foundation subjects are also on the system.

They have cut down on the key progress indicators and now have “big ideas” and actions from this. It enables teachers to get a picture of how well each pupil is doing in that subject.

The knowledge organisers are almost all done and they will be ready to plan, teach and review from September for every single subject and for every single child. The Subject Leaders have worked really hard.

BJM told governors that it was one of those jobs that seemed never ending, but it has been really worthwhile.

BM expressed thanks to the staff for their hard work because it will be such a good planning tool. She told governors that it was also good professional development for the Subject Leaders. It has enabled them to know their subject well and support their colleagues. If necessary, they will be tweaked in September. The intention is that teachers will not try to cover too much for each objective.

Premises

AM reported that during a health and safety walkabout he was asked by the Site Manager to report to governors that there is an issue with the lower playground. It is getting old and cracked and the tree roots coming through are creating a trip hazard.

He has advised him to rope it off so that the children do not use it.

The roots could also cause a problem with the drainage.

BM commented that next year will be the school's 70th anniversary and it will be celebrated with a jubilee.

It would be an opportunity to do some fundraising and make the playground the target for the fundraising.

The school is also due to have a Condition Survey done this term which being undertaken by the ESFA. It is hoped that the report on the outcome of the survey will be ready for the next meeting.

The slabs to the car park from the main path are currently being done, The block paving is not such an issue. It is not dangerous at the moment but they will continue to monitor it.

BM said that she will make sure it all goes on the condition survey.

Staffing

Some of the LSAs have offered to cut some of their hours.

There will be a job share in September.

One member of staff is leaving and another is on maternity leave.

Julie Collinson who is Tany's Dell trained, has been employed to replace the teacher.

BM informed governors that NQTs are now called Early Careers Teachers and induction has been extended from one to two years so that they are more supported in their early years.

An Assistant SENCO has been appointed on a TLR to support the SENCO. When she needs extra time to complete paperwork that person will support the children in her place.

Updated SEF

BM told governors that she has not made many updates to the SEF this term but has just reported on the Remote Learning. She said that she highlighted what had been achieved in January in purple and then light blue for achievements in the summer term.

She told governors that she was really happy with the teaching and learning.

Tany's Dell has some fantastic teachers and she was really proud of the remote learning that was provided during the lockdown. Although the children do have some catching up to do, it is not as bad as it could have been. Some pupils are already where they need to be.

Under Leadership and Management, a lot of that was planned in the original SEF.

BM told governors that staff need to know that the Leadership team really appreciate them. She said that she was really concerned about staff morale. Half term was really needed and everyone appreciated their time off.

Staff are now concerned about the SEN review due to take place tomorrow.

BM talked to the other leaders about providing everyone with a day off to let them know that the leadership really value them.

She has asked the leaders to organize covering for each other and everyone getting a day off.

BM had discussed a Wellbeing Day Off with the Chair of Governors and she had approved it.

Y6 Residential Visit

BM reported to governors that the Y6 residential visit is going ahead.

The risk assessment has been updated to include the extra risks associated with Covid.

Parents will be asked to take a covid test in the morning and only come if the test is negative.

If there is a positive test during the visit and they have to close the bubble, the coach company will collect them.

If a child becomes unwell, parents have agreed to collect the child by car.

BM said that she was pretty sure everything was covered,

TMT Pay Committee

RR reported that the new TMT Pay Committee met on 6th May 2021. The structure and agenda were based on previous pay committees, but the committee now had a governor from each of the three schools.

He told governors that it was a very productive and efficient meeting. The three headteachers were able to carry out their pay reviews in one go.

All the Headeachers were happy with the new format and it worked very well. All recommendations were upheld.

There was one query concerning a cleaner but the Headteacher reported back that it was historic.

The recommendations will now be reported at the FAPP committee on 25th June 2021.

8 Review of Policies

- **Accessibility Plan**

The updated Accessibility Plan had been circulated to governors for comment.

BM told governors that they spent a long time updating it because it was very out of date. A staff consultation was also carried out which was then fed into the plan.

Question Governors discussed suggestions for improving accessibility in the reception area and the steps going up to the admin corridor. They asked whether the school had considered either a lift or a ramp?

BM said that a lift would take up too much space and would block off one set of hall doors. A ramp would be too steep, because there is a limit to what angle you can have.

She told governors that the lounge could be made accessible. During covid, they have been using the lounge doors as an entrance. There is also a disabled toilet by the lounge doors.

Access to classrooms is all about the planning. A class with a disabled child would always be given a classroom on the lower floor.

The Accessibility Plan was approved.

- **Equality Policy**

The updated policy was circulated to governors for comment.

The objectives have been updated and linked to EAL to make sure that every child has the opportunity to progress and learn. Other initiatives such as Magic Breakfast ensure no child is too hungry to learn.

The objectives are:

Objective 1: To improve provision for pupils for who English is an additional language, particularly new and recent arrivals at the early stage of acquisition.

Objective 2: To actively identify and target specific areas / year groups where underachievement may link to contextual environments and seek to support identified children with appropriate interventions.

BM told governors that the school has been changing over recent years and is becoming a very transient school.

The temporary housing has had a massive impact.

There were 20 pupils who left in March, not because they were unhappy, but because they had been rehoused from temporary accommodation to permanent housing, Others have moved out of Harlow.

There were 13 new pupils who joined.

A governor commented that the council have now stopped any further developments. BM said that they have stopped any further developments but Templefields and Astra House are already set up and so the school will continue to have pupils join from there and many of the children that are now joining have extra needs.

The Equality Policy was approved.

BM told governors that she has been working on the Attendance Policy, which should be ready for the next meeting.

9 Visit Reports

BM told governors that they should feel free to organize a zoom call with their link person. She said that she will send out the monitoring schedule again to remind them of who they need to be in contact with.

10 Dates and Times of Future Meetings

The date of the next meeting is:

Local Governing Body 7.00pm Tues 6 July 2021

11 Any other Business.

BM reported that she had received an IDSR (Inspection Data Summary Report). The school has not received one since 2019 because there have not been any results Ofsted have now produced an updated one which will be circulated to governors for information.

Question A governor asked how is attendance and persistent absence in the report?

There is none reported because of the pandemic and self-isolating etc.

BM told governors that there are three or four families that are causing concern. The school are now considering issuing penalties or Education Supervision orders.

Question A governor asked whether they have been referred to social care?

The police are involved and if they feel social care need to be involved, they will make the referral.

Question A governor asked whether governors were aware that Tany's Dell were on Your Harlow?

BM explained that a Y5 bubble was closed because a teacher and a pupil tested positive.

At the same time as the bubble closed, a parent returned from Spain and refused to quarantine. The school explained that Y5 were not allowed in school.

Your Harlow suggested that the school closed the bubble because the parent returned from Spain (the police are involved in that)

The Local Authority have advised the school not to speak to them but to prepare a statement and check with the Press Office whether it can be sent to Your Harlow.

There was no further business and the meeting closed at 9pm.

Summary of agreed actions

| Minutes were 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 | Completed |

Month 7 Finance Report for Tany's Dell Governors March 2021

Financial year 2020-2021

Month 7

The March end of month bank reconciliation has been processed on the SIMS Finance Management System. No Issues were found.

Please find attached the March budget vs actual cost centre reports.

Internal Controls Evaluation

The TMAT ICE took place on Thursday 18th March. As expected this went very well.

Actions identified are;

Low Priority – Internal control could be strengthened in line with best practice.

- Breakfast Club Trading accounts need to be presented to Governors Monthly.

Medium Priority – Internal control should be strengthened to minimise risk.

- A physical check is needed of the items recorded on our asset management system 'Parago'.
Printed sheets will be given to staff annually for checking the insurable items in their working area of the school. Spot checks will take place during the year.

Staffing Costs Review

The support staff costs review has been completed and discrepancies between budgeted and actual costs have been successfully identified.

Other Expenditure and Income

A review of expenditure/income is ongoing as the finance team will now be working at estimating a carry forward figure for 2021-22.

A meeting is booked in April to discuss with Bernie Miele any known further spending expected but not on the finance system.

Catering Trading Accounts for School Kitchen and Breakfast Club

The most recent catering trading accounts are also attached.

Jo Filmer will continue to work with Bernie to discuss and monitor the school finances.

Financial Governor Monitoring Report.

- **In Fee's and prof services – it is £21k adverse over current budget - what is this variance made up of?**
This has been over spent due to the Legal fees for the Tribunal of £9063 and the additional 5% payable to the TMat Top Slice £11,713
- **Staff - training (10009) - £7139 adverse over current - what is the cause of the variance? was this an exceptional item? was there a planning error in the original budget?**
This overspend is covered by income of £12,279 claimed back from Essex County Council for HIU Teacher Training as previously agreed by them to cover. This income sits in LA Grants 00004 part of this was a backdated claim made.
- **Staff - other (10008) - £3946 adverse - nothing in original budget. What makes up this balance?**
This is staff salaries for Breakfast Club Staff which is covered via Pupil Premium

Looking at the budget planner:

- **Fee's and prof services - budget looks around £105k - this is less than the 20/21 current budget and significantly less than the 20/21 current actual figure. Are there any uncertainties around this that should be included in the budget?**
We are hopeful that we will not incur the overspend from any legal fees this year. Apart for this the budget total in this cost centre is about on par with last year.
- **Building repair and maintenance - £5000 has been budgeted. In light of the report on the roof structure and past failed CIF bids, is this sufficient? My understanding from Andy is that this is a problem that needs addressing sooner rather than later.**
We are aware that this is very low. Truth is, there is not much surplus to play with once the staff salaries are covered. Cuts have been made in all areas. No allowance for luxuries. We should here the results from the CIF bid any day now. We have 2 bids 1 x Roof 1 x Windows. Fingers crossed we win at least the roof.
- **Heating and air con - I assume you have the boiler and air conditioning serviced at least annually. is the cost included under a separate line item?** Air-Con annual contract is covered in the budget £360 Boiler Service £558 at line 10 and 14 in the premises buildings section of the summary.
- **With regards to the rates of pay for support staff and teachers and union negotiations - do we have a reasonable best guess estimate at the impact of this on the budget? As staff costs make up the majority of expenditure, how material would this increase be to the budget?**
Support staff could be around £10,000 and Teachers £13,000 if we look at 1%. Decisions were not made until late August last year so who knows what the unions will win?
We will see.

Signed
Chair of Governors

Date