



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

### Minutes of the Local Governing Board meeting held on Tuesday 19<sup>th</sup> October 2021 at 7pm via Zoom

In attendance

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

**Action**

1. **Membership & Apologies for Absence**  
Apologies had been received on behalf of SC, TD, JM and SA.
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 not taken any urgent action since the last meeting.
5. **Minutes of the Previous Meeting**  
The minutes of the meeting held on 21<sup>st</sup> September 2021 were approved as a correct record of the meeting.  
  
**Matters arising**  
There had been 4 applications for the parent governor vacancy so an election will be held.  
  
RJ reported that the Headteacher's performance management review had taken place and had gone well.  
  
There were no other matters arising.

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

BM gave a verbal report including the following items:

### • ***Premises Matters***

The CIF bid for the windows was successful but not the bid for the roof. The school put in an appeal which was declined but they will keep trying each year until they get it.

Two meetings have been held with the Project Management Company about the windows. There have been some issues trying to source materials and prices have gone up so they are trying to source other windows but the conservation people are giving them the run around.

BM told governors that they cannot find any planning permissions for the windows with either Harlow or Essex even though all the back windows have been done. They are convinced that Essex did not apply for planning permission so they may have to go through the whole process again. The conservation people have accepted that they can be aluminium rather than crittall windows so planning permission should not be a problem but they will be lucky if they can get it done by next summer.

BM said that they are leaving it with the Project Manager who is doing his best to move it on.

There may have to be some adjustments made for parent evenings because there have now been 8 cases of covid which may constitute an outbreak. If it is, they will have to go back to bubbles, face masks and social distancing and the parent evening might have to be on zoom or be cancelled until after half term. They have to follow the advice.

### • ***Personnel Matters***

Lauren Smith has resigned. She is taking up the post of SENCO at Fawbert & Barnard's so will be leaving at Christmas. Every one wishes her the best of luck. They will not get the best candidates at this time of year so have decided to use a supply teacher, who they like very much for PPA four days a week and then advertise for September.

### • ***Finance Matters***

The revised budget report for 2021/22 and the SIMS Cost Centre budget vs actual report for Month 1 had been circulated to governors for information.

Jo Filmer, the MAT Business Manager, had also sent the following report:

### ***Annual Audit Financial year 2020-2021***

Price Bailey have received all documentation required to enable them to finalise the financial year end audit process. They are due in school over a period of 2 weeks from 18<sup>th</sup> October.

JF is still in the process of applying the budgeted commitments including staff salaries. The revised budget for 2021-2022 will be updated to SIMS Finance following trustee approval.

### ***Carry forward***

The final carry forward figure 2020-21 to 2021-22 is to be confirmed. Before any audit adjustments are made there is an estimated carry forward of £155,295.

### ***Identified Error in SIMS System***

In May the finance team were predicting an in-year deficit on the new 2021-22 budget, so major cuts were made.

Whilst completing a financial return to the ESFA in the Summer Term, the CFO picked up an error in the National Insurance value compared to previous years. After further investigation, it transpired that the NI rates loaded in the background of the SIMS financial system were incorrect.

The correction of these rates led to an increase of £75k to the budget. The additional money has led to adjustments being made to several cost centres in the budget.

They have allowed for:

- 2.75% pay increase across all support staff. A government decision on the final % uplift is still pending.
- an additional support staff member has been employed and current support staff hours have been increased.
- CIF bid contribution following the successful bid for replacement windows.
- additional curriculum materials.

The revised budget currently has an in-year balance of £6881 to be allocated as required by BM.

### ***Government's Recovery Plan***

As part of the Department for Education's education recovery plan, the Secretary of State for Education is providing financial assistance. Tany's Dell have been allocated the following amounts;

#### **❖ Recovery Premium £18,230**

Like the pupil premium, schools can spend the recovery premium on a wider cohort of pupils than those who attract the funding and or direct recovery premium spending where they think the need is the greatest.

#### **❖ School-Led Tutoring Grant £13,365.**

This grant funding is ring-fenced for expenditure on school-led tutoring only covering the cost of staff delivery of 1:1 tuition session.

JF reported that she has no concerns to report regarding the school finances at this time and will continue to work with BM to monitor these closely and keep governors informed.

RR reported that, as finance governor, he had been in contact with Jo Filmer to discuss the financial position of the school. He said that it was a much more positive picture than they had thought originally. The cash position and carry forward was quite healthy now.

They had tried to reduce the deficit as much as possible but the £75,000 makes such a difference.

The carry forward was predicted as approx. £60,000 which was much too low for a two-form entry school.

The in-year position is still positive at the moment and there is £6,000 to play with.

**7. School Self Evaluation (SEF)**

BM shared the updated SEF with governors on screen.

She reported that the school context is very similar to last year. The only difference is that there are 9 fewer pupils.

She said that they were worried about falling pupil numbers because if they go below 400, it will make a massive impact on the budget.

**Question A governor asked is it the older pupils leaving or less reception pupils coming in?**

Answer There have been 30 pupils leave since January 2021 and only 18 new arrivals so they need to get more pupils in.

There have been 4 new pupils recently so the numbers are up to 408 now.

They need to get more pupils in before the January census because that is what informs the budget.

SEND numbers have gone up, there are now 87 pupils with SEND.

There are 71 pupils who are EAL with 26 different languages being spoken.

Attendance in April 2021 was 95 but it is not good this term, it is quite shocking.

**Question A governor asked what is the reason, is it covid?**

Answer Some of it is covid related but there are two children who have not attended school since September.

One of the children went to GROW. His Mum says that he cannot attend school but he has to stay on roll until alternative provision can be found.

Another child (Reception) is on roll for safeguarding reasons but his mum is not bringing him to school. Staff are visiting his home because they want to make sure he is safe.

BM said that she feels uncomfortable about him and if the staff visit again tomorrow and do not see him, she will make a child protection referral.

A number of people are self-isolating and there are a number of illnesses amongst staff. No one is immune to anything at the moment.

There have been no permanent exclusions but a pupil has been excluded for three days for physical assault. The pupil is in Y2 and is hurting people.

**Question A governor asked whether this is learnt behaviour at home?**

Answer He is autistic and should not be in mainstream school.

A new Family Support worker has been appointed and a new Assistant SENCO.

A new phonics scheme has been introduced.

The three Headteachers have worked on the TMAT vision. This will be shared with all governors so that they are aware of what TMAT want from them.

BM reported that:

- ❖ her judgement on school effectiveness, when looking at the Ofsted expectations, is good with a lot of outstanding provision.
- ❖ Teaching and Learning is good.
- ❖ Pastoral support is good.
- ❖ Staff morale is satisfactory. Covid has taken its toll. BM said that she needed governors speak to staff to find out how they are feeling.

- ❖ Quality of Education is good.
- ❖ Behaviour & Attitudes is good to outstanding. There are the two children that have already been talked about but that is being managed well. The behaviour of the rest of the school is good. Playtimes and lessons are calm.

**Question A governor asked whether the children are still buddying up?**

Answer No, because of covid but they hope to do it next year.

They have not started the tutor groups either yet because of covid.

- ❖ Professional Development is a strength of the school.
- ❖ Leadership and Management, BM said she thinks this can be ticked as outstanding.
- ❖ Early Years is good to outstanding.

Ofsted have raised their game but Tany's Dell do know what they are doing. BM will circulate the update SEF to governors.

**Action Updated SEF to be circulated to governors.**

**BM**

Governors asked that congratulations be passed on to everyone for all their hard work.

**8 Governor Monitoring Roles**

At the last meeting governors discussed focusing the monitoring this year of the key priorities in the School Development Plan.

A new document, the Governor Monitoring Schedule and Action Plan, had been produced which contains the key priorities from the SDP and monitoring questions for governors to ask. Governors have been linked to each of these areas.

BM asked governors to liaise with the others in their group and arrange an initial visit to ask some of the questions from the action plan.

This could be a zoom meeting although she said that they were welcome to visit the school if they would prefer to do that. They should then produce a report of their visit.

The action plan is a working document and will be updated with information from the visit reports.

Subject Leaders will also be invited to future meetings to report to governors.

These were agreed as:

- ❖ 23 November – Rebecca Reay (RE)
- ❖ 15 March – Nicki Allen (Spanish ) and Sarah-Jane White (DT)
- ❖ 5 July – Ben Whitbread & Jemma Goddard (PE & Sports)  
Rebecca Marson (Computing)

BM told governors that she will also report at the next meeting on the 5 Year Curriculum Plan which is the curriculum journey started on 2018. She will also share the Leadership Workplan.

**9 Annual Safeguarding Report**

The Annual Safeguarding report to governors is attached as appendix 1.

RJ told governors that she and BM plan to return to monitoring the SCR again very soon.

She said that she also intends to go to one of the Tuesday safeguarding meetings. Governors commented that it is a very good report.

**10 Ofsted**

It had been agreed that the TMAT schools should reconstitute their Ofsted working groups which were set up in 2019.

The group did some training with Ann Fisher and Craig Duncan and then further individual training with Chris Fluskey.

None of the expected inspections took place.

The other two schools decided to have a meeting with their groups.

A meeting was arranged for the Tany's Dell group to meet this morning.

The meeting with SA, TD and RJ lasted for two hours during which they went through the governors' part of the Ofsted document, Leadership and Management in general plus safeguarding which is very big this time.

They also looked at where they could marry this up with the Monitoring Schedule and Action Plan document.

RJ will cover safeguarding, standards and Teaching & Learning.

TD and SA will cover Leadership and Management.

This means they will be able to cover most things but if Ofsted have a concern about finance, they may need to call in RR. This has not happened before but they may ask about value for money.

It will mainly be about monitoring, leadership and how do governors know that it is a safe school.

The group will meet on a fairly regular basis now and then if they get the phone call, everything will be in place.

BM told governors that she thinks Ofsted will focus on schools that they are concerned about and so does not expect an inspection until the summer or autumn of 2022.

Harlowbury were last inspected in 2012 and Fawbert & Barnard's in 2013, so if they do come to inspect one of them, they may decide to inspect the MAT.

**11. Update to Policies**

A number of TMAT policies have been updated to be approved by the Trust Board on 3 December.

**12. Dates of Future Meetings**

The date and time of meetings for 2021/22 have been agreed as:

<b>Local Governing Body</b>	<b>7.00pm</b>	<b>Tues 23 Nov 2021</b>
Local Governing Body	7.00pm	Tues 8 Feb 2022
<b>Local Governing Body</b>	<b>7.00pm</b>	<b>Tues 15 Mar 2022</b>
TMAT Pay Committee	4.00pm	Tues 26 Apr 2022
Local Governing Body	7.00pm	Thurs 7 Jun 2022
<b>Local Governing Body</b>	<b>7.00pm</b>	<b>Tues 5 Jul 2022</b>

**13. Any other Business**

There being no further business, the meeting closed at 8.15pm.

***Summary of agreed actions***

<b>Minutes where action identified</b>	<b>Summary of action</b>	<b>To be actioned by</b>	<b>Date action confirmed</b>
21 Sept 2021	Parent governor vacancies to be advertised	BM	Completed
21 Sept 2021	Agree organisation of staff Wellbeing Days with H and F&B	BM	Completed
21 Sept 2021	Governor monitoring roles to be an agenda item	Clerk	On the agenda for this meeting
21 Sept 2021	Zoom meeting to be arranged with Jo Filmer to discuss the budget and then reported back to governors	RR	Completed
21 Sept 2021	Business interest and Governor Consent forms to be completed and returned to the clerk	All governors	
19 Oct 21	Updated SEF to be circulated to governors.	BM	

**ANNUAL SAFEGUARDING REPORT TO THE GOVERNING BODY 2021**

The past year has been a very difficult one, both for the school community, and the nation.

I would firstly like to commend Bernie and her team for maintaining our standards of safeguarding, despite everything that was thrown at them.

Just before the first lockdown, in late March 2020, the school had purchased the online monitoring system CPOMS, to replace the previous pink forms. This was to prove invaluable during lockdown, to share concerns online and allowing the school to maintain the highest level of safeguarding. The Red List was the guiding factor in inviting vulnerable families into school, alongside key worker children, and the school also maintained contact with the school nurse and with Social Care during this time.

The safeguarding team are now back to meeting weekly, face-to-face, but continued to meet virtually when working from home. These are currently: BM, FM, LG, BW and SP. BW continues to manage online safety, with the support of PCLC, with whom we have a contract to manage our IT.

All staff worked tirelessly with our families during lockdown, by email or by phone. There was a high degree of anxiety, and help and advice were always forthcoming. FM sourced laptops and food parcels. Our safeguarding was second to none. Sue Preston, the new Family Support Worker, has proved very capable in her new role, and is settling in well. Her predecessor, Julie McCallister, is now adding strength and expertise to our Governing Body.

In recent years, there has been a growing focus on health and well-being, and this has become more crucial during the pandemic. We have Lauren Monrowe as our lead on this. I did some Mental Health First Aid training, organised by MIND, and learnt a lot. I also updated my Safer Recruitment Training, and did an LA session on Peer-on-Peer Abuse.

All staff and governors received Child Protection training at the start of the autumn term. Schools have been asked to be as vigilant as they can with regard to contextual safeguarding. That is County Lines, Child Criminal Exploitation and Child Sexual Exploitation, which usually occur outside school hours. However, there can be signs to watch for in school.

The 2021 Keeping Children Safe in Education has updated guidelines, and the latest OFSTED document has given increased weight to safeguarding and also the governors' responsibility for it. The Local Authority's Safeguarding Audit has been delayed until April/May 2022, but we shall ensure it is completed after that. BM and I intend to monitor the Single Central Record very shortly.

Renee Joyce  
**Safeguarding Governor**  
13/10/21

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