



Tany's Dell Primary School and Nursery Local Governing Body

Minutes of the Local Governing Body meeting held on Tuesday 21st March 2023 at 7.00pm

In attendance

Renee Joyce	RJ	Co-opted	Present
Tina Dobrowolski	TD	Co-opted	Present
Robert Rowlandson	RR	Co-opted	Resignation received
Scott Allen	SA	Co-opted	Present
Craig Armstrong	CA	Parent	Present
Katerina Beck	KB	Parent	Attended virtually
Hannah Ramnath Sampford	HRS	Parent	Present
Vacancy		Parent	
Vacancy		Parent	
Becky Jo Marson	BJM	Staff	Present
Dean Beaumont	DB	Headteacher	Present
Fern Middleton	FM	Associate	Present
Also in Attendance			
Janet Sherwin		Clerk	Present

	Action
1. <u>Welcome, Membership & Apologies for Absence</u> RJ welcomed everyone to the meeting. Apologies had been received on behalf of BJM. Governors noted the resignation of Robert Rowlandson due to a change in his circumstances. SA had been approved to change from being parent to co-opted governor. This leaves two vacancies for parent governors which will be advertised.	DB
2. <u>Any other urgent business</u> There was no other urgent business reported.	
3. <u>Declaration of Business interests / Conflict of Interests</u> 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. <u>Chairperson's Action</u> The Chair 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 7th February 2023 were approved as a correct record of the meeting.

Matters arising

There were no matters arising or outstanding actions.

6. **Headteacher's Report**

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

DB told governors that he had followed the same format from last year.
He highlighted to following key points:

Numbers on Roll Main 411

Nursery 33 (12 x 30hrs)

There has been 1 leaver but 6 new arrivals.

Attendance – 94.7% (94.8% exc Rec)

Attendance is up from Autumn 2

Persistently Absent – 81 pupils

Attendance is not great, it is up slightly but if you exclude reception, it is down slightly. Four penalty notices have been issued this term with another to be issued in Spring 2. The goal posts from Essex have changed with regards fixed penalties, they have to have a lot in place, a paper trail and attendance meetings, but Sue Preston is doing a marvelous job. She will go and knock on doors and get the children out of bed.

Question A governor asked how is it received if a family get a door knock?

The mother involved is used to it. The child involved stays up until late playing games on a laptop he was loaned to do school work, and so the laptop has been taken back.

Question A governor asked whether the school could block sites on the laptop, there is an app that can be installed?

The school will keep trying. They will check whether there is a way of installing sites just for learning, but it is not up to the teachers to monitor pupils at home.

SEND/EHCPs – 16 (there are 2 EHCPs pending 5 others in the system)

SEND/One Plans – 73 (up from Autumn term)

Pupil Premium – 142 (Attendance is a concern for this group)

Young Carers – 8 (These numbers have reduced)

EAL – 90 (Numbers are rising throughout the school)

Safeguarding – Red List (Overall numbers have decreased this year but high concerns have increased for new pupils)

Exclusions – 3 (3 pupils / 2 internal exclusions 1 suspension)

Physical interventions – 0

Bullying – 0

Racist/Religion – 1

Question A governor asked what was the reason for the suspension?

It was for an online safety concern (the use of TikTok directed at the Headteacher)

The school is in a good place with regards to behaviour. The teachers are following the behaviour policy, and the middle leaders are stepping up.

Question A governors asked about the racist incident?

It was about skin colour.

Question A governor asked what is military?

These are children from serving parents.

Question A governor asked why has the number of Young Carers reduced?

They have moved schools.

Staffing – the school remains fully staffed but there have been a few changes.

Currently there are 21 teachers and 29 LSAs (9 are part time)

The EYFS team has 12 members of staff (4 per class), which reflects the increasing needs within that key stage.

The school is supporting two Early Careers Teachers, each of whom are working alongside their mentors in the same year group.

The school are supporting a range of staff with maternity and paternity leave.

There were a few absences, but the TMAT policy was followed, and poor attendance has improved.

Leadership and Management

DB told governors that he has been warmly welcomed to the school.

The new signing in system is working well. Staff can have an app on their phone so it is really easy.

The PPA room has been decluttered, and additional computers and a photocopier put in there. New seating is being investigated by SLT.

A strength of the school is the good use of SLT and MLT. FM leads the middle leaders and DB leads SLT. They meet regularly to drive improvements and make sure the Single Plan is being followed.

Wellbeing

DB told governors that all staff at Tany's Dell are committed and go above and beyond their duty of call. Through open dialogue and good use of phase meetings they have been able to identify issues with timetabling and have worked as a team to come up with good solutions. Staff feedback has been positive as they feel valued and their input and opinions matter.

The staff room was updated over the half term, which was warmly received. It is now a comfortable, warm and relaxing environment.

All staff will continue to receive a wellbeing day this year and next year. Class cover for all leaders is also continuing.

Quality of Teaching

The quality of teaching at Tany's Dell is good and there are several elements of outstanding. All teachers, including subject leaders, share high expectations in both staff and phase meetings. Medium term plans identify that teachers are planning learning according to the knowledge organisers.

To ensure that children are able to become fully immersed in their learning, WOW days are being introduced across subjects and will be happening every half term.

Teachers have been given the flexibility and freedom to revise how English lessons are taught, incorporating basic skills into one whole session rather than “filling gaps” throughout the day. Using LSAs to run intervention groups to support small numbers in skills, such as handwriting, allows class teachers to continue to teach knowledge-rich English lessons.

Non-core subjects are based on the learning of that year and are constantly being revised. Geography is being closely looked at, with the Geography lead recently leading staff development on KPIs specific to year groups, resulting in specific skills being identified and taught, instead of a broader range.

Looking ahead, SLT & MLT will be working closely to plan how units of work are delivered across the year, in order to allow more time per subject instead of trying to fit all non-core subjects into the weekly plans. Performances per year group, rather than per phase is something the new headteacher is looking to introduce, which will further develop drama, speaking & listening and music skills.

Performance Management

Teachers' mid-year reviews are currently being completed.

DB said he would like to do the end of year reviews to get to know staff more and spend 1:1 time with each teacher.

Support staff end of year reviews will be completed by the end of March. New targets will be linked to the school's focus on improving basic skills.

Pupil Outcomes

2022 - 2023	Reading	Writing	Maths	Combined
EYFS /GLD 57	65 - 75%	50 – 60%	50 – 60%	50 - 60%
Year 1 57	70 - 80 %	60 - 70 %	65 - 75%	60 - 70%
Year 1 PHONICS	75 – 85%			
Year 2 60	75 - 85 %	75 - 85 %	75 - 85 %	50 - 60 %
Year 2 PHONICS	85 – 95%			
Year 3 58	65 - 75 %	60 - 76 %	75 - 75 %	75 - 85 %
Year 4 58	65 - 75 %	60 - 76 %	75 - 75 %	75 – 85%
Year 4 MTC 20+/25	70 – 80%			
Year 5 61	75 – 85 %	70 - 80 %	70 - 80 %	60 – 70%
Year 6 61	70 - 80 %	70 - 80 %	70 - 80 %	60 - 70 %
Year 6 the results of all the hard work that GPS	65 – 75%			

Banded predictions have been revised and the bandings narrowed to 10%.

The progress in Y6 for Reading shows a strong improvement. Writing and maths continue to gradually improve with a big emphasis on focused teaching of arithmetic skills.

National Tutoring funding is working very well, and the school are starting to see the results of all the hard work.

Two parents evenings have taken place, both face to face, whereby parents and pupils were given information on the progress their child has made and where they are working regarding national expectations in reading, writing and maths.

Subject Leader Reports

The following reports which were included for information for governors were noted.

- EYFS Report by Sara Smith (EYFS Leader)
- KS1 Report by Lauren Munrowe (KS1 Leader)
- Lower KS2 Report by Hayley Wakelin (LKS2 Leader)
- Upper KS2 Report by Debbie Clifton (UKS2 Leader)
- Inclusion by Lisa Gadd (Inclusion Manager and SENCO)
- Rainbow Class by Joanne Leonard (Assistant SENCO)
- Base Camp by Elissa Brignal and Rebecca Reay (Teachers of the Deaf)
- Family Support by Sue Preston

Safeguarding

DB told governors that several new pupils have joined Tany's Dell, two of whom present with safeguarding concerns. Fortunately, they have arrived with previous paperwork and the school have had open conversations with parents/families to ensure they are fully aware.

A recent audit of safeguarding for ECC identified that safeguarding practices and procedures at Tany's Dell are good.

Partnership working

DB told governors that he had been welcomed into the MAT and has worked with the other heads on writing the spring term single plan as well as developing partnership work across the MAT and looking at where the MAT is using an audit tool.

The TMAT Headteachers have discussed and decided on a number of things including 24/25 term dates, resolving different issues across the MAT, planning subject leaders joint professional sharing events, deciding on banded target amendments, looking into absence and the attendance policy, ways to save costs on trips and discussed the possibility of getting a TMAT minibus.

The school council leaders have met and are beginning to plan for each school to share good practice and encourage the children to see what each other does. The well-being champions are sharing good practice and working on a staff survey for use across the MAT.

The deputies have been working on improving attendance and are going to look at further opportunities to develop partnership work as well as non-core writing moderation across the trust.

The TMAT SENCOs are due to meet in March where best practice will be shared.

Discussions have taken place about how HEC can be run in future and the school have been included in contributing ideas about this.

Several trips and learning events have been organised and after school clubs which offer a range of learning opportunities and skills.

The three school PE leads have organised both competitive and non-competitive sporting events for each term.

The school have taken a different approach for swimming lessons. They have moved away from whole class swimming lessons and moved to a model where those pupils who cannot swim are taught in smaller groups with a better teacher /pupil ratio. This more intense approach has already had good results with several already meeting the required standard after only half a term of lessons.

The school are currently looking into getting Essex Therapy Dogs involved. This will hopefully afford all children the opportunity to interact with a trained dog which helps children with anxiety, reading struggles or other barriers to learning.

A special Headteacher's Merit has been introduced with the lucky recipient being voted on by all staff.

Parent consultations took place during the week before half term. The meetings took place in the Main Hall and the Dining Room, whilst classrooms were open for parents to visit and look at their children's work in books and on display. As always, they were well attended and parents and carers seem very happy with the school's provision for their children's education.

Governors thanked DB for a very interesting and thorough report.

7. **School Development Plan**

The Tany's Dell Single Plan, which was included within the Headteacher's report, was noted and discussed.

Key Priority One	Key Priority Two	Key Priority Three	Key Priority Four
Leadership and Management	Basic Skills	Curriculum	Attendance
To promote the use of leadership work plans and subject leader plans in order to: <ul style="list-style-type: none">• monitor effectively• evaluate and review• share high expectations• provide feedback as appropriate• to report summaries of strengths and areas for development.	To further improve all pupils' literacy and numeracy skills by focussing on: <ul style="list-style-type: none">• Mastery in reading• Promoting a love of reading• Embedding Little Wandle• Improving spelling• Improving handwriting• Using improved vocabulary• Number fluency• Mastering number bonds and times tables	To ensure the Tany's Dell Curriculum is ambitious, interesting, and relevant for all pupils by focusing on: <ul style="list-style-type: none">• Cultural Capital• Personal Development• Geography• Refining & improving long and medium-term plans• Refining & improving Knowledge Organisers	To consolidate pupils' positive attitudes to learning by improving attendance, we should: <ul style="list-style-type: none">• Ensure school policy is effective and promotes high attendance• Ensure systems and procedures reflect school policy• Share high expectations with parents and carers• Reduce number of Pas
Underpinning our drive for school improvement is special consideration for pupils who may be disadvantaged in some way and/or have SEND. Over half of our pupils with SEND are also eligible for Pupil Premium. We aim to identify all barriers to learning, as early as possible, and address these to help all children thrive and reach their full potential. When planning for school improvement, we are also mindful of the emotional health and wellbeing of our staff, pupils and their families.			

FM told governors that actions are in place for **key priority 2** and **key priority 3**, right through to the summer term.

The focus at the moment is on spelling and number facts and fluent recall.

Knowledge organisers are being developed for spelling, to ensure that teachers know the spelling rules and what children must have mastered.

The Little Wandle phonics scheme is working very well.

In KS2 the trend is that children are not at ARE, so following a spelling scheme is obviously not working.

The knowledge organisers will contain all the non-negotiables.

They are also going to deliver some training for teachers. From the monitoring, they are finding that they are practicing spelling but not specifically teaching spelling.

Children are not being given the opportunity to investigate, practice and find out for themselves.

Children need to think about spelling in order to be good spellers.

After two years of Covid and the introduction of the arithmetic test, rather than a mental arithmetic test, children have lost the ability to work out mentally. The focus has gone to working out on paper.

Question A governor asked will the teachers be consulted when the knowledge organisers are being developed to see if they work for them?

The knowledge organisers will contain the knowledge that they need to teach and then training will be delivered on strategies to use.

Key priority 3 this year is geography and art. Next year, RE and history will be the focus.

Key priority 1 – Leadership and Management was covered in the Headteachers report.

The Headteacher also did a survey as part of his performance review, and it was very positive.

It has been a good half term and they know where they need to get to. Attendance is the biggest issue they need to work on. They are following the Essex book and they will get there.

Question A governor asked if there was any information about the plans to house asylum seekers at Astra House?

The plans have not gone ahead so the families living in temporary accommodation are still there.

DB and FM have put in applications for funding after the breakfast club funding ended. They have had a rebate which they are using for bread and cereals, so they are providing “grab and go toast” instead of bagels. One of the parents who received support from the school is now pursuing funding and raising money.

After FM sent out an email about the funding there were lots of offers for support.

FM said that she was worried about support for the families during the summer holidays but they are constantly checking for pupil premium and if the numbers go up they could get the funding restored.

8. Review of Policies

There were no policies for governors to review at this meeting.

9. External Visit Reports

Craig Duncan School Improvement Partner visit - 27 January 2023

The visit report was noted and discussed.

The focus of the meeting in the morning was an introductory support meeting with the new Headteacher and a tour of the school.

In the afternoon, the focus was a meeting with the Geography Lead to discuss last year's Ofsted Inspection Deep Dive, current priorities and plans for the future.

Three key actions were set for the rest of the academic year.

At the end of the day, the Headteacher and SIA reviewed the school's latest internal data.

The summary of agreed actions and the key points for governors/trustees were:

- The new HT has made a very positive start and is establishing trust and support from staff, pupils and parents
- The HT is spending time understanding the school's strengths and aspects for future improvement: the actions being taken now are sensible and highly visible. The HT has communicated his values clearly at the outset and wants to consult widely when making strategic decisions
- The HT is going to explore some aspects of the school's internal data
- The Geography Lead has a number of actions to be completed:
 1. Revisit the Knowledge Organisers and identify essential (has to be learnt for pupils to achieve the EXS) and desirable knowledge (to be learnt additionally to the essential knowledge as increasing evidence of GDS)
 2. SLT to ensure that the monitoring of Geography can continue during the GSL's paternity leave
 3. Monitor the continuous provision of Geography eg quizzes and the potential use of diagnostic questions as part of this process (the SIA advised a website that the GSL could access to provide ready-made diagnostic questions)

The Headteacher told the governors that Craig Duncan came into school again today for a second visit. He spoke very highly of the school. He was impressed with how confident the children are and how caring the staff are. He said it was a welcoming and happy school.

10. Governor Monitoring Development and Training

A number of Governor monitoring visits had taken place.

The following reports had been uploaded to GovernorHub for information.

• Review of work scrutiny findings - TD

The focus of the visits TD had carried out was to read through each teacher's work scrutiny. TD reported that it was a pleasure to read them.

The findings reveal a dedicated staff using their subject skills to evaluate their subject through book scrutinies throughout the school.

It shows care and consideration for the improvement of areas in need of development and staff were asked to expand on some of the points raised for clarification.

The questions and the individual teacher's answers, for each subject, were contained within the report.

TD said that, in conclusion, and with the responses she had been given, she can see that the teachers have worked extremely hard to provide ideas and support for each other. Often this is through Phase Group meetings, where subjects are discussed and scrutinised, or through dedicated staff meetings in which their subjects are timetabled for subject updates and any new advances and courses that they may have been on.

The teachers are committed to their subjects, its delivery and its learning potential for all children at Tany's Dell. She said that this is commendable.

- **Visit to Hearing Impaired Unit 9 December 2022 – KB**

The focus of the visit was to see how the unit is run and look around.

KB had an in depth conversation with Elissa Brignal and Rebecca Reay about the unit and the challenges they are facing in their role.

A written report on these challenges and some recommendations was sent to the Headteacher and the Governors.

- **Visit to EYFS Reception classes 14 December 2022 – KB**

The focus of the visit was to observe how the new Reception children are settling in and how they are playing and interacting with each other.

KB also observed a literacy session.

She reported that the provision was outstanding and encouraged other governors to visit.

SA told governors that he will meet with Mick Harris to do a health and safety visit.

KB reported that she planned to come in and visit Lisa Gadd.

An email had been circulated about a free training session being offered by Pam Langmead on the Governors role in Suspensions and Exclusions.

Governors discussed that the training slides might be included in the September business meeting to ensure that governors were aware of their responsibilities.

11. Dates and Times of Future Meeting

There had been a proposal to change the time of the meeting to 5pm with the option of governors attending virtually if they were not able to attend in person.

The proposal was **agreed**.

There was also a problem with the meeting scheduled to take place in June at which the budget for 2023/24 would be discussed. It was agreed that, if necessary, a virtual meeting to agree the budget would be arranged.

The date and times of future meetings will be as follows:

TMAT Pay Committee 4.00pm Tues 25 Apr 2023 (Support Staff)

LGB Meeting (virtual meeting to agree the 2023/2024 budget) tba

LGB Meeting 5.00pm Tues 11 Jul 2023

12. Any other Business

KB had produced a written report on the progress of some of the projects she had undertaken. This is attached as appendix 1.

She also told governors that Mike Garnett had responded to her email, so she was interested to see what the plan is.

Governors thanked her for all her hard work.

There was no further business and the meeting closed at 8.50pm.

Summary of agreed actions

Minutes where action identified	Summary of action	To be actioned by	Date action confirmed
27 Sept 22	One extra governor to undertake Safer Recruitment training.	KB	Will be actioned next term
21 Mar 23	Parent Governor vacancies to be advertised	DB	

Projects

Road Safety- Ongoing

- Met with Mike Garnett (Councillor and Chair of DVLPT Management Committee) on the 7th November. Still waiting on a response. I will continue to email until we get a response on what has been reviewed and approved.
- All road markings to be redone and made visible.
- - Zebra crossing markings to be redone and made visible.
- - Check zebra crossing lights.
- - SLOW DOWN signage painted on roads.
- - 20 mile an hr signage painted on the Road, either side of the school or x2 20 mile an hr road signs on either side of the school.
- - Double yellow lines to be redone and made visible on the west wing school entrance, along The Chantry (left side of the school).
- - New double yellow lines to be put in place along the right-hand side along Mark Hall Moores (park side verge).
- - A new knee-high wooden fence to be placed along the park grass verge on Mark Hall Moores Road.

Parking EYe - Ongoing

- Patrol our area and school. Not seen them. I will Contact them to see if they have been in our area.

Corrina - Manager of Harlow Museum - On Hold

- Use of car park
- Map of safe parking
- Agreement put together

This is on hold until they have finished groundwork for the Museum. I am keeping in touch with Corrina.

Brake - Road Safety Charity - Ongoing

- Road Safety week - 14-20th Nov 2022. Promoting safe parking and encouraging walking to school
- Children's competition. Hopefully get made up into a large banner to be proudly displayed outside school on the roadside fence.
- I have signed up to Brake for this year's Brake Road Safety competition. The winning school gets a free banner and sponsorship.

Tany's Dell Pre Loved Wardrobe - Completed

- Cupboard up and running
- Very popular with pupils, parents and school. Can be used if children need a change of clothes or a PE kit in school
- Interviewed by MyHarlow
- Full set of clothes at school
- Fully labelled drawers for easy access
- Order form process

Tany's Dell Parent Association/Class Reps - Ongoing

- Not been able to meet this year (yet) due to baby Quentin arriving.
- Keeping in touch with the parents via email.
- Need to arrange a meet and greet with Dean and Fern
- Lots of ideas and suggestions we're working through in priority order.

**Signed
Chair of Governors**

Date