



Tany's Dell Primary School and Nursery Local Governing Board

Minutes of the Local Governing Board meeting held on Tuesday 21st September 2021 at 7pm via Zoom

In attendance

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

Action

1. **Safeguarding Training**

BM told governors that there is a statutory requirement for all staff and governors to take part in safeguarding training annually.

Staff had already had their training on the Inset day, which was why FM and BJM would not be joining the meeting until after the safeguarding training.

The KCSIE document September 2021 had been circulated to governors prior to the meeting. The changes from the previous document, published in September 2020, had been highlighted for information and governors were asked to read the document prior to the meeting.

BM told governors that she had prepared a quiz for governors so that they could test their knowledge and understanding of the KCSIE document.

Question A governor asked about CPOMS and what it stands for?

Answer This is the Child Protection Online Monitoring System. It replaces the pink forms that staff used to use to report any concerns. It is an online system that stores all the information in one place. It enabled the school to make sure that children were safe, even during lockdown. On average there were 30 concerns put on there each day, and are not just safeguarding concerns but it also includes behaviour.

The safeguarding incidents are discussed at the safeguarding meetings, the behaviour incidents are dealt with in a different way. They discuss about 30 to 40 children at the meeting and it ensures that no child is left unsafe.

The policy agreed last term “Sexual Harassment and Peer on Peer Abuse”, is an important new document following on from “Everyone is Invited” a report about the number of adults who had suffered abuse when they were at school which went viral. This is one of the key things Ofsted will be asking governors is about the ethos around sexual harassment which is not acceptable.

Question A governor asked whether this is taught in school?

Answer Yes, it is part of the Relationships and Health Education curriculum.

Ofsted will also be asking about the school’s approach to multi agency working which BM includes in her termly Headteacher’s Report.

Question A governor asked about safeguarding checks on lettings for after school activities?

Answer For any school led activities, the school are responsible for the safeguarding checks. But any activities which involve a letting, the provider is responsible for making sure that they are DBS and safeguarding checked.

Question A governor asked how this is monitored?

Answer It is included in their contract.

FM and BJM joined the meeting at this point

2. Membership & Apologies for Absence

There had been no apologies for absence received.

BM will check with SL’s partner whether he is still going to continue as a governor now that he is not a parent at the school.

Governors **noted** that AR is taking a break as governor due to health issues.

It was also noted that there is a vacancy for a co-opted governor.

Governors discussed that RR is also no longer a parent at the school and **agreed** that he should become a co-opted governor and a letter will go out to parents advertising a parent vacancy.

Action Parent governor vacancies to be advertised.

BM

3. Election of Chair

RJ was nominated as Chair of Governors for the current academic year. The nomination was seconded and **approved** by all governors present.

RJ was elected as Chair of Governors for the current academic year.

4. Election of Vice Chair

Governors discussed the Vice Chair role. It was agreed that for this year, the Vice Chair was needed to chair the meeting should the Chair not be available. The role will be discussed again once new governors have been recruited.

TD was nominated for the position of Vice Chair. The nomination was seconded and **approved** by all governors present.

TD was elected as Vice Chair of Governors for the current academic year.

5. **Any other urgent business**

There was no other urgent business reported.

6. **Declaration of Business interests / Conflict of Interests**

Under financial regulations, governors are required to complete a new declaration of business interests annually. Due to the meeting being held virtually, governors were asked to complete the forms and return them to the clerk via email.

Action Business Interest forms to be complete and returned to the clerk.

Governors were also 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.

7. **Chairperson's Action**

RJ reported that she had not taken any urgent action since the last meeting.

8. **Minutes of the Previous Meeting**

The minutes of the meeting held on 13th July 2021 were approved as a correct record of the meeting.

Matters arising

The report from the Health and Safety governor visit had been circulated to governors.

Question A governor asked how much have the tree roots grown?

Answer The roots will continue to search for water, which means the drains, and so will spread across the playground.

Governors discussed that this may be something that could be done via a CIF bid. It will be on the agenda for further discussion at the meeting in October.

There were no other matters arising.

9. **Headteacher's Report**

BM reported that the return to school has been very positive and it is a lovely place to be in at the moment. All the teachers are very happy with their new classes and the children love their new teachers.

There are no bubbles now but some restrictions are still in place. There are no whole school assemblies, just key stages or half school assemblies so that there are not 400 children in the hall at the same time.

There are still staggered playtimes because they are easier and quicker. It does mean extra playground duties for staff but there are fewer children outside at one time.

Parents are being allowed to come in for meetings in the hall but if anyone wants to be shown round the school, they are asking them to do a lateral flow test before they come in.

Each year group has their own entrance and exit but everyone arrives together at the same time between 8.30am and 8.45am.

Two members of staff are clinically extremely vulnerable, so personal risk assessments have been done. They are both in school and following the advice given.

Ofsted are at a school in Harlow so the school is now on alert that they could come here.

An LSA has resigned due to having a really bad back. She has now been replaced. There is a new child in Y1 with autism so an advert has been placed for a person to support him. There are now 16 autistic children in the school.

All the PMRs are done. There will be more focus on monitoring this year so one of the targets for subject leaders will be monitoring.

The Well Being Day last term was very well received and BM would like to repeat it this year. She said that she will consult with the other two schools to see if they are able to do it again.

Action: Agree organisation of 'Wellbeing Days' with Harlowbury and F&B

BM

10. Governance Matters

- **TMAT Code of Conduct for Trustees and Local Governing Bodies**

The Code of Conduct sets out the expectations and commitment required from Trustees and Local Governors in order for them to properly carry out their duties. There have not been any recommended changes since it was last reviewed.

All Governors agreed to abide by the Code of Conduct.

- **Data Consent Form**

There is a statutory requirement on all schools to hold some personal data such as the name, address and date of birth of all governors and pass this information to the Get Information about Schools (GIAS) service provided by the Government.

In order to be GDPR compliant, schools have to request consent if they want to hold other information such as brief biographies and photographs.

A Data Consent form was circulated to all governors for completion.

Action: Governors Consent Form to be completed and returned to the clerk.

**All
govs**

- **TMAT Scheme of Delegation and LGB Terms of Reference**

The TMAT Scheme of delegation details the powers and responsibilities delegated by trustees to the Local Governing Bodies, the CEO and Headteachers.

The Local Governing Body Terms of reference details the functions, duties and proceedings of the Local Governing Body.

Both documents had been circulated to governors asking if they wanted to make any recommendations for changes to be considered by trustees at their next meeting.

The current powers and functions delegated to the Governing Body by the Trust Board are attached as appendix 2.

There were no recommendations made for changes to the documents.

- **Establishment of Committees**

Governors discussed the membership of statutory committees for the 2020/2021 academic year. The following roles were approved for the current year.

Headteachers Performance Review Committee

Renee Joyce
Tina Dobrowolski

TMAT Pay Committee

Robert Rowlandson

All other statutory committees will be formed from a pool of governors available at the time.

- **Designation of governors with specific responsibilities & monitoring roles**

Governors discussed the delegation of roles and responsibilities.

BM told governors that due to the covid restrictions, there had not been so much monitoring done this year.

In previous years governors had been allocated specific subject areas to monitor but with an Ofsted inspection due this year, it was important that the governors focus on the key priorities in the School Development Plan so that they are aware of how the school is moving forward.

Suggestions were made for how this would work including developing the monitoring schedule into more of a governor action plan.

It was agreed that the action plan will be on the agenda for the next meeting so that governors can decide whether this could be a way forward and which areas they would be interested in monitoring.

There is still a statutory requirement to have some named governor roles and these will continue on from last year until more governors are recruited.

Area of Responsibility	Governor
Safeguarding	Renee Joyce
Health & Safety/Premises	Andy McWilliams
Finance / budget / additional government funding i.e., Pupil Premium	Robert Rowlandson

Monitoring can continue to be done via Zoom or governors can take a test if they want to come into school to monitor. Health and safety walks can be done outside the school hours.

Action Governor monitoring roles to be an agenda item at the next meeting.

BM confirmed that the meeting 19 October will focus on finance, the SEF and Health & Safety and for the meeting on 23 November she will present a written report, and the focus will be on the School Development Plan and safeguarding

Action RR to arrange a zoom meeting to go through the finance report with Jo Filmer and then report back to governors at the meeting.

11. Review of Policies

Governors **noted** the following updated TMAT policy.

- **TMAT Safeguarding and Child Protection Policy**

This policy has been updated to include the changes to KCSIE September 2021.

It is an Essex policy but each school has appendices that are specific to their school.

Clerk

RR

The following policies had been tweaked with some minor changes:

- Harmful Sexual Behaviour Peer on Peer Abuse
- Attendance Policy
- Behaviour and Discipline Policy

All three policies were approved.

12. Dates of Future Meetings

The dates of meeting for 2021/22 have been agreed as:

Autumn Term 2021

TMAT Pay Committee	4.00pm	Tues 12 th October 2021
Local Governing Body	7.00pm	Tues 19 October 2021
Local Governing Body	7.00pm	Tues 23 November 2021

Spring Term 2022

Local Governing Body	7.00pm	Tues 8 February 2022
Local Governing Body	7.00pm	Tues 15 March 2022

Summer Term 2022

TMAT Pay Committee	4.00pm	Tues 26 April 2022
Local Governing Body	7.00pm	Thurs 7 Jun 2022
Local Governing Body	7.00pm	Tues 5 July 2022

13. Any other Business

BM reported that there was a proposal to change the 2021/2022 term dates. The government has legislated for an extra bank holiday on Thursday 2 June 2022 to add to the usual late May bank holiday which has been moved to Friday 3rd June 2022. This is in recognition of the Queen's Platinum Jubilee.

Because both of these dates fall in the already scheduled summer half term break, legislation has also been amended for the 2021-2022 academic year to require that there are only 189 "teaching days" as opposed to the normal 190 "teaching days". This is so that school staff can derive the benefit of the extra bank holiday. As a result, TMAT have decided to change the term dates and finish on Thursday 21st July rather than the previously agreed end of term date of Friday 22 July 2022.

The change to the 2021-2022 term dates was approved.

There being no further business, the meeting closed at 8.30pm.

Summary of agreed actions

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

Authority, remit and responsibilities of the TMAT LGBs

The powers and functions delegated by the Board of Trustees to the LGBs are set out in the Scheme of Delegation (SoD) as approved by the Board of Trustees and in summary include the following:

- *The setting of an annual budget for approval by the Trust Board.*
- *The monitoring of the set budget approved by the Trust Board and the provision of regular financial reports and returns to the Trust Board*
- *The employment and dismissal of all categories of employee, except for the Headteacher*
- *The safeguarding of all employees, pupils and visitors to each academy*
- *The health and safety of all employees, pupils and visitors to each academy*
- *The well-being of employees and pupils*
- *Compliance with all statutory requests under Policies and Procedures set by the Trust Board or as delegated to individual academy LGBs*
- *The performance management of all employees including that of the Headteacher*
- *The monitoring of standards of pupil Attainment & Progress, Teaching and Learning and Behaviour.*
- *Leadership & Management and Overall Effectiveness at each academy and the provision of information / reports on these to the CEO and the Trust Board*

Health and Safety Governor's visit 1/9/21

I met Mick Harris on site, and we had a chat about the general upkeep of the building and any issues that he felt needed to be addressed as a matter of urgency.

The ongoing problems with the roof structure and the rejected C.I.F. bids were discussed and the successful outcome of the replacement windows bid. A strange decision as I think that we all agree that the roof survey showed that this project was urgent three years ago!

The damage to the playground caused by tree roots has not been repaired due to lack of funding and Mick has taped this area off to keep the children away from the trip and slip hazard. I would advise Mick that perhaps something more permanent than cones and tape could be employed as I don't think that the funding will be available to address this area soon. Hopefully a C.I.F. bid for this area will be submitted soon and will be more successful than the one for the roof.

Mick reported to me that he was happy that, generally the building was in good condition except for the afore mentioned items and some minor problems listed below:

- The new play equipment looks very well constructed and in good condition. The old equipment had certainly come to the end of its useful and safe life and its replacement was well overdue. I would hope that there is a schedule in place for inspection, usually annually, by the installation company and site management would visually inspect the equipment at least weekly and record any issues that are found.
- The back board on the basketball post has been replaced as the old one had been attacked by Crows and this had allowed the rain to soak into the M.D.F. causing it to swell and fail.
- The netball post at the north end of the playground is leaning and although I am sure that it would not fall over under its own weight it might do so if a child were to swing around it, as they do. The post is installed in a socket in the ground, and it seems that the socket is loose in the ground. The post and the socket need to be removed and then the socket can be reinstalled using a small amount of 'post crete' or some similar building material.
- There are a number of finger guards around the school which have split and are no longer safe or fit for purpose. Mick is aware of this and was in the process of ordering replacements. Meanwhile the gaps in the guards should be taped up using strong Gaffa or Duct tape until the replacements are in place.
- Various loose and proud paving slabs have been levelled and are now safe. Mick is always looking for this type of hazard and addresses the problem in good time.
- The front path leading to the main entrance is block paving and is lifting due to tree root movement. At this time there is no trip hazard as the movement has resulted in a gradual sloping but over time this will become worse as rain will eventually enter the substrate and will freeze and expand in the winter and lift the blocks. This area of damage will need to be lifted and reset after the roots have been removed. The pathway was originally laid by Ratcliff and Burridge construction.

As a member of the finance committee, I am fully aware of the situation that the site management team are in and understand the reasons for the cautious approach to spending but some of the items above should be addressed as a matter of urgency.

A McWilliam

Signed **Date**
Chair of Governors