



Tany's Dell Primary School and Nursery Local Governing Board

Minutes of the Local Governing Board meeting held on Tuesday 7th February 2023 at 7pm

In attendance

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

Action

1. **Membership & Apologies for Absence**

Apologies had been received on behalf of HRS.

KB attended the meeting virtually.

Governors noted that RR has not attended meetings since October and has not sent apologies. The clerk will contact him to find out his intentions.

2. **Any other urgent business**

The clerk reported that Arnold Worton Geer, Deputy Head at Fawbert & Barnard's School and TMAT Data Protection Lead will be joining the meeting later to discuss the importance of using school email addresses.

The term dates and Inset days for 2024/2025 need to be noted under item 7.

KB reported that she visited the Hearing Impaired Unit at the end of last term.

She told governors that she met with the staff and discussed the challenges they were facing in their roles.

She has written a report and was meeting with the Headteacher to make him aware of some of these challenges.

She reported that she also managed to visit the Early Years to see how things were going. Bernie Miele was doing a session in there which she found interesting.

KB said that she will send visit reports ready for the next meeting.

Action Visit reports to be sent for the next meeting

KB

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 met with DB, TD and Sue Spearman, the new CEO of TMAT, to set targets for DB so that they can do his Performance Review in September.

5. Minutes of the Previous Meeting

The minutes of the meeting held on 22nd November 2022 were **approved** as a correct record of the meeting.

Matters arising

KB reported that there has not been any progress yet with making the road markings more visible. She said that she had emailed Mike Garnett and copied DM into the email. But Mike is on holiday until 20 March. There had been an incident recently with a car crashing into gates further down the road.

A governor reported that St Marks have managed to get red lines painted outside their school, but they are on a bus route.

KB reported that she did contact Parking Eye and they are coming round but not as often as she would have liked.

Question A governor asked about using the Harlow Museum for parking?

That has fallen through for the time being because it is a listed building and they are having some work done.

KB reported that she did put together a list of safe access to parking.

There were no other matters arising.

Actions taken since the last meeting:

- ***Safer Recruitment training*** – KB has not yet completed the online training
- ***Company supporting attendance at Harlowbury*** – DB reported that a meeting is planned with himself and SSp. This will also be an agenda item at the TMAT Headteachers meeting next week.

6. Report from the Headteacher

DB gave a verbal report including the following key points:

• ***Personnel***

- Beckie Wright has gone on maternity leave and is currently due back in December. Baby girl due in late January/early February. Current job-share cover is running well.

- Miss Sophie Purdue recently announced her pregnancy (keeping quiet at the moment) and will see the academic year through.
- Kirsty Gordon has undergone spinal surgery and will be off for a minimum of 3 weeks from Friday 27th January. She has been in contact and thinks she will be able to return after the half term holidays.
- Jo Filmer is currently undergoing cancer treatment and remains in good spirits; Amber Broad is currently covering finance.
- Stephen Tew will be taking long paternity/maternity leave, and this commences in March. School have secured a supply teacher to cover Kirsty and he will also cover Stephen as we are satisfied with his performance so far and he is popular with the children.
- Charlotte Shimmen recently announced her pregnancy. She would like to discuss part-time work on her return to work in Summer '24.
- Claire Martin our office manager recently broke her ankle and had to undergo surgery. She remains in good spirits and will be working from home to support the school when she starts feeling better.
- I have completed the mandatory Health & Safety training through the National College.

- **Attendance**

As of 31/01/23:

- Overall, including Nursery and Reception - 93.91%
- National 93.7%
- Persistent Absences below 90% including Reception is 77 children
- Persistent Absences below 90% excluding Reception is 56
- Families with AIMS (Attendance meeting) or LAWLS (Legal action warning letter) - 14
- Families sent letters - 62
- Penalty Notice's due to holidays in term time - 19
- There has been a lot of safeguarding work actioned.

- **Industrial action**

First day of industrial action was on 1st February - 3 teachers were on strike (only one class based). Luckily, we were able to open as normal due to the amazing staff we have. Parents were kept fully informed throughout. Communication before the next proposed date will happen again.

- **Wellbeing**

Teachers PPA is being covered regularly with additional release time when needed. Our Assistant Head receives half a day per week and is doing a phenomenal job.

Senior leaders are taking the equivalent of a half day at home each week, if they wish and the Office Manager has time working from home when needed to support daughter undergoing cancer treatment. This is supporting well-being and enabling tasks to be completed away from the interruptions of the school day.

All staff have been offered a well-being day again this academic year and this will continue next year.

The staff contribute to special occasions as a way of celebrating events like marriages and births and when leaving. Staff are checking regularly on their teams and feeding back to each other to ensure that support is available.

Staff socials started (small) - meeting in the pub after the last day of half-term. More to follow. Governors join so we are to be fully included.

- ***Finances***

The government have increased the Devolved Capital Formula for 22/23 with additional money to possibly be used to look at energy saving improvements or to be spent on other capital projects.

DfE have announced that the fuel scheme which ends on 31 /3/22, will be extended until 31/3/24 with fixed prices of gas E6.77 KWN and Electric EI 9.17 MHW

The arrangements for swimming have changed from whole class to a more intensive lesson for those in Year 5 and 6 who cannot swim and have not met the requirements. The change to smaller groups of 15 means the lessons are more focused and the children learn quicker. There has also been a cost saving.
F & B have also changed their arrangements.

Breakfast club - not for profit. Fully supported and needed for working families. Our free breakfast is not being renewed and we are looking into alternative offers. Toast is being offered instead of bagels , which is the easiest option and more cost effective because loaves can be frozen.

Harlow Orchestra lease our school hall every Tuesday evening.

- ***Curriculum Matters***

The focus this year is on maintaining our good quality of education whilst we support our staff. We are developing Geography and Stephen has met with our SIP already.

Timetabling has been reviewed with an aim of ensuring full curriculum coverage and relooking at how we can incorporate basic skills within certain lessons. Staff will be trailing new approach after the half term holidays. Drop ins have been very positive so far. Subject leaders conducted observations linked to their specific subjects and were given directed time for feedback and to complete their write-ups.

The SIP conducted his first visit recently and had a very positive day. Complimented the visible changes I am making whilst not overly worrying staff with big changes to their teaching/curriculum.

Displays, website, staffroom etc were all great ideas he said and thoroughly enjoyed his visit - report to follow soon.

- ***Pupil Premium Funding***

This academic year, our allocated funding for the National Tuition programme is £19,737. We are able to use this to fund school-led tuition and up to 60% of hourly tuition partner fees, to a maximum of £18 per pupil. The other 40% plus additional costs over £18 an hour comes from our Pupil Premium funding allocation. Naturally this means that the amount of our allocated National Tuition funding that we can spend is linked to the amount of Pupil Premium Money we have available to complete the tuition funding.

Fern spent a considerable amount of time working out the most creative and effective way of accessing and using as much of the funding as possible. This is what has been planned and organised for the year:

Tuition provider – Protocol (Spring and Summer Terms)

9 x 10 hour blocks of 3:1 catch up tuition in reading, writing and maths for Y1, Y3 and Y4

6 x 15 hour blocks of 1:1 basic skills and SMEH support tuition for Y5 and Y6 (aiming to get High need SEND children secondary ready/prepared)

Year Two - Five hours per week small group after school tuition for Autumn Term.
Four hours per week small group after school tuition for Spring and Summer Terms

Year Five - Four hours per week small group after school tuition

Year Six - Four hours per week small group after school tuition (switching to Y5 in Summer 2)

Our pupil premium allocation is also funding an additional four hours per week of LSA small group tuition in Year 6 until the end of Summer 1. This cannot be funded by the National Tutoring programme money, as they are not qualified teachers.

DM told governors that the school are in a very strong place with tuition but not all of the money can be allocated because it only funds 60% of the costs and the school cannot fund the other 40%. It is also proving difficult to find tutors.

- ***Premises***

- New doors & windows are installed - snagging still taking time. Have been given 2 days over half term to get done and out. Site team coordinate well with project manager. Artwork at the front will only go up once we are happy with doors and windows. This includes signage.
- Fence being repaired over the half term as well as 14 external CCTV cameras being installed.
- Violet class getting new carpets over half-term. Currently being held together in areas with duct tape.

- New staff room on the horizon - surprise for staff - under budget. This includes repaint of room, new kitchenette, carpeting & vinyl & new dishwasher. Long term to refurnish dining room table and replace chairs and sofas.
- PC's being rehomed to TD for the staff PPA room — school will purchase a new monitor and keyboard & mouse. Very thankful for Stephen and his contacts.
- An environment walk identified opportunities to trim back on not-needed posters and displays.
- General tidy up of displays and communal areas needed/ongoing - document/guidance issued. Subject specific boards are now allocated/assigned.
- 3-year plan - paint & maintained.
- New boards have been purchased and are going up.
- Sum up card reader purchased and software installed on my iPad.
- New biometrics has been purchased - helps with safeguarding & evacuations. Being installed over the half term holiday.
- New sensor installed in cookery room as old one faulty and new cookers being installed over half term.
- SIF bid for new roof still pending.
- EYFS garden needs attention as does children's' toilets.

- ***TMAT***

The 3 heads continue to meet each fortnight. We have worked on the single plan, and have 3 areas to develop this year, alongside each individual school's school development plan (SDP).

The heads have discussed banded predictions and looked at GDPR.

Across TMAT we are sharing the work on TMAT policies and currently staff are working on charging and remissions, and admission 2024/25 policies.

The class teachers across TMAT meet soon to share good practice with a focused look at writing. Rescheduled as it now falls on a strike day.

- ***General***

- SLT highly visible am and pm on the gate which makes a big difference in building relationships and nipping tiny matters in the bud, filtering any areas away from teaching staff.
- Have lunch with kids & staff regularly. Children really seem to enjoy this and were very welcoming when our SIP joined me and the children for lunch during his visit.
- Kids being sent for good work/choices constantly which is an absolute joy to witness and praise them for their hard work. Many of these are children who are often socially shy, EAL or just making little efforts that need recognition.
- New website up and running - constantly being edited and will look even fresher after new photos are taken/uploaded.
- Photographer after Easter to do promo shots for the website & displays.

- ***Finance Report***

Budget vs Actual monthly monitoring reports up to month 4, including the Catering Trading Accounts and Cashflow Reports, had been circulated to governors since the October meeting.

➤ **Month 3 Budget Report**

The following report from Jo Filmer, TMAT Business Manager, had been circulated to governors prior to the meeting.

Month 3 was reconciled on 5th December and there are no issues to report.

The Annual Audit started Monday 17th October and is now complete.

We have received from Haslers a draft carry forward figure from 2022 into 2023 £170,310. Auditors' adjustments are still pending.

Teacher Pay

All Teachers Pay Increases and increments were actioned for November Payroll.

Support Staff Pay

Support Staff Pay has been agreed. This will be backdated to April 2022 and processed in December payroll. £1,925 has been applied to each pay point across all scale's pro rata.

All of the above staff salary adjustments have been applied to the SIMS finance system.

These unexpected increases have resulted in the following over spends in cost centres for:

Teachers £ 11,957 Support Staff £27,166

Some planned staff recruitment for an extra Learning Support Assistant has not yet been completed. This will now be a decision for Dean in the new year. This will of course increase the overspend in support staff.

Catering Contract

The contract for Hertfordshire Catering Limited is due for review and is currently being discussed. We initially signed a one-year contract for the outsourcing of this service. Bernie is happy with the service to date and is prepared to sign up for a 3-year contract going forward.

The new contract would start in April 2023. This will of course be a final decision for Dean.

I have no major concerns regarding the current budget position.

➤ **Month 4 Budget Report**

The following report from Amber Broad, TMAT CFO, was circulated to governors on behalf of Jo Filmer.

Month 4 Reports are on Governor Hub

Current Budget - We are on Month 5 of the current budget. Month 4 was reconciled on 25th January and there are no issues to report.

Support Staff Pay

Support Staff Pay increases were processed in December payroll.

New Income

We have received an additional £9,886.45 Capital Funding in addition to the budgeted £8,956.00, this is to be used towards improving energy efficiency of our buildings.

Fuel Bills

The government have confirmed a cap on energy costs for both gas and electricity for 6 months, this is to be reviewed in March.

To date the energy bills we have received are indicative enough to see a huge difference.

This is being monitored closely and we are being mindful more so than ever of lights/Computers etc being turned off when not in use.

Audit

I can confirm the final audited carry forward figure from Haslers is £170,310.00. Accounts have now been submitted to the ESFA as at 31st December.

I have no major concerns regarding the current budget position.

Governors thanked DM for a very informative and interesting report.

AWG arrived at 7.15pm

AWG reported to governors that all three schools in TMAT undergo a GDPR audit. The GDPR policies and procedures are the same across the MAT and are all published on the TMAT website.

The last GDPR audit at Tany's Dell was green which is good, there were no issues.

He explained to governors about the danger of using personal emails for school business. If there was to be a subject access request, the Information Control Officer could take control of governors' personal emails to check for data breaches.

To date, there have been 10 subject access requests across the MAT.

AWG will also be attending the LGB meeting at Harlowbury to talk to them about using their school email address.

AWG left the meeting at 7.45pm.

7 Dates of Future Meetings

RJ had requested a change to the date of the next meeting from 14 March 2023 to 21 March 2023.

The change was **agreed** so the dates for this term are now:

LGB Meeting	7.00pm	Tues 21 Mar 2023
TMAT Pay Committee	4.00pm	Tues 25 Apr 2023 (Support Staff)

Governors noted that there is an extra bank holiday this year on 8 May 2023 so the SATs have been moved.

The term dates for 2024/2025 were **noted** as follows:

Autumn term Mon 2 Sept 2024 - Fri 20 Dec 2024

Half term 28 October - 1 November 2024

Spring term Mon 6 Jan 2025 - Fri 4 April 2025

Half term 17 February - 21 February 2024

Summer term Tues 22 Apr 2025 - Tues 22 July 2025

May Bank Holiday - 5 May 2025

Half term 26 May – 30 May 2025

The non-pupil days were approved as:

- Mon 2 Sep 2024
- Tues 3 Jan 2024
- Fri 25 Oct 2024
- Fri 20 Dec 2024
- Mon 2 Jun 2025

8 Any other Business

RJ reported that she had taken the gift of a travel journal to Andy McWilliam from governors to his mother's house.

She had received a lovely message from him to say that he will enjoy using it.

She also presented a farewell gift to Bernie Miele at the social evening.

TD has completed the report on her work scrutiny findings during last term.

This will be circulated to governors and put on the agenda for the next meeting.

Action Report from TD to be added to the next agenda for information.

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

Agenda

Summary of agreed actions

Minutes where action identified	Summary of action	To be actioned by	Date action confirmed
27 Sept 2022	One extra governor to undertake online Safer Recruitment training.	KB	
22 Nov 2022	Talk to VE at Harlowbury about the company they use for pupil welfare	BM	Actioned
7 Feb 2023	Visit reports to be circulated.	KB	
7 Feb 2023	Report from TD on work scrutiny findings to be on the agenda for the next meeting	Clerk	

**Signed
Chair of Governors**

Date