



Tany's Dell Primary School and Nursery Local Governing Board

Minutes of the Local Governing Board meeting held on Tuesday 20th November 2018 at 7.00pm

In attendance

Renee Joyce (Chair)	RJ	Co-opted	Present
Daniel Nutkins	DN	Parent	Present
Simon Lee	SL	Parent	Apologies received
Scott Allen	SA	Parent	Present
Robert Rowlandson	RR	Parent	Present
Katie Pollard	KP	Co-opted	Present
Andrew Rivers	AR	Parent	Present
Cherith Lowry	CL	Co-opted	Present
Vacancy		Co-opted	
Bernie Miele	BM	Headteacher	Present
Andy McWilliam	AM	Staff	Present
Fern Middleton	FM	Associate	Present
Also in Attendance			
Janet Sherwin	JS	Clerk	Present

Action

1. Welcome, Membership & Apologies for Absence

Apologies were received on behalf of SL.

Governors welcomed RR who was the new parent governor.

2. Any other urgent business

BM said that she would update governors on the SATs results.

There was no other urgent business reported.

3. Declaration of Business interests / Conflict of Interests

RR completed a declaration of business 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.

None was declared.

4. Chairperson's Action

RJ reported that the performance management of the Headteacher had been carried out and new targets had been set.

The annual review of staff salaries had also been completed and all recommendations were approved.

There had not been any other urgent action taken since the last meeting.

5. Minutes of the Previous Meeting

The minutes of the meeting held on 11th September 2018 were approved as a correct record of the meeting.

Matters arising

RJ reported that she had contacted KM who confirmed that she was resigning from the governing body.

RR will join the Finance and Premises Committee.

A letter was sent out reminding parents not to walk on the neighbour's grass.

There were no other matters arising.

Actions taken since the last meeting

Outstanding actions are summarized at the end of the minutes.

- ***Dates for training to be circulated*** – these were circulated after the meeting.

6. Reports from Committees

- ***Leadership & Management and Personnel (LaMP) Committee***

The LaMP committee met on 11 October 2018.

RJ reported that they looked at targets for 2019 and the average points scores for KS1.

Fern had explained to governors how that showed what they should get at KS2. It is the way they now work out progress.

The new curriculum has been in place since 2014 but they are only now understanding what it means and about deepening their understanding through the Mastery approach.

They talked about the measures put in place for KS2 this year and the interventions which have been put in place.

They discussed the pupils in Y5 and Y6 from Templefields House who were generally of a lower ability and are skewing the results. They require a lot of resources and some will leave before the SATs anyway.

There are nine similar projects throughout the town so other schools are affected.

They can get additional resources by applying for the Pupil Premium grant but in KS1 they get free school meals anyway so parents do not always apply.

The Pupil Premium is worth £1300 per pupil but the parents have to apply for it.

It can be used for additional support as disadvantaged pupils generally perform well

below their peers.

When they get new reception parents, they do tell them about it.

A lot of what was discussed at the meeting is contained in the Headteacher's report.

TMAT is pushing ahead and they are working well together.

Science leaders will moderate science this year.
English and maths have been moderated already.

The Fawbert & Barnard's EYFS teacher is coming to the EYFS phase meetings so that she is not alone because they are single entry there.

Mental health and wellbeing is a big focus this year.

Mastery in maths is also a big focus. Staff are finding it difficult to get their head around it.
It is about whole class teaching whereas they are used to differentiation. It requires a change of mindset for both staff and pupils.

There is a new Complaints Policy.

All parent related policies are on the website.
BM will draw attention to one each month in the newsletter so parents are aware.

- ***Finance and Premises Committee***

The Finance and Premises Committee met on 30th October 2018.

They discussed the updated 2018/2019 budget and the financial audit of the 2017/2018 budget.

The annual uplift to teacher's pay was discussed and a common policy for TMAT schools was approved.

This was 3½ % to the top and bottom of the main scale and unqualified, 1½ % to the Leadership and 2% to all other points.

There is a new government funded initiative to supply a free breakfast for all pupils.
The school will also get a grant of £1500 for a new freezer.

A new Charging and Remissions Policy was approved and the rates for lettings discussed but it was decided they would remain unchanged.

The committee also discussed the CIF bids.

7. Report from the Headteacher

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

BM told governors that the style of her report had changed.
She said that the three Headteachers had met and decided on a common format.

Points to note:

No on Roll: Main school - 412 Whole school – 452

Attendance 95.98% (national is 96%)

SEND 92

Pupil Premium pupils 128 (31%)

Exclusions 2 x 1 day (both one off/ non repeat offenders)

Safeguarding The number of pupils on the Red List as causing concern is increasing, which is worrying.

There are 10 pupils in the “High Need” category and their families are being support by social care.

A further 16 pupils are being closely monitored by staff and 47 are in the “Low Need” category.

Either Bernie or Fern attend regular safeguarding networking meetings to ensure that they keep up to date with the latest guidance.

The Safeguarding Team meet weekly.

The Terms of Reference for Safeguarding Team was shared with governors.

All staff read the key safeguarding documents at the beginning of term and have received updated safeguarding training.

The three Headteachers meet fortnightly to look at policies and safeguarding procedures.

The schools are involved in joint training and a number of initiatives including The Herts and Essex Matrix Maths Hub and Primary Advantage Maths, both of which promote mastery and the Ogden (Science) Project.

A number of Subject Leader Reports are included in the Headteacher’s report including:

- Early Years Foundation Stage Report by Sara Smith
- Inclusion by Lisa Gadd
- Pobble Writing by Lauren Monrowe (Senior Teacher/English Leader)
- Curriculum Week – The United Kingdom by Rebecca Reay (Geography Leader) and Emily Wilson (Philosophy for Children Leader)
- Sports by Elissa Brignal (Sports Partnership) and Gemma Nicholson (PE Leader)

The professional development / staff meetings were attached as an appendix. These all link to the key priorities and also to the items that Ofsted will inspect.

Governors thanked BM for a very interesting and informative report.

8 Update of Data

A thorough analysis of the 2018 outcomes has been completed and is included in the School Self Evaluation (SEF).

Bernie said that 2018 was not the best year for Tany's Dell but they have a clear understanding of the issues around the End of Key Stage outcomes and know that these must improve for 2019.

High mobility continues to be a cause for concern especially those who have been moved into the area in temporary accommodation.

The following targets have been set for next year:

END-OF- KEY STAGE TWO (KS2) TARGETS FOR 2019

KS2	% expected				% exceeding			
	R	W	M	C	R	W	M	C
Tany's Dell	80	75	80	70	40	25	29	20
2018 National Average	75	78	76	64	28	20	24	10

KEY STAGE ONE (KS1) and EYFS TARGETS FOR 2019

KS1/EYFS	Y2 % expected			Y2 % exceeding			Y1	EYFS
	R	W	M	R	W	M	Phonics	GLD
Tany's Dell	76	68	68	27	15	20	78	65
2018 National Average	77	71	77	26	16	22	83	72

Key:

R=READING

W=WRITING

M=MATHS

C=Achievement in all 3 COMBINED

EYFS= Early Years Foundation Stage

9. School Development Plan /SEF

The SEF and the Tany's Dell Single Plan for Whole School Development had been circulated to governors prior to the meeting.

The SEF is produced once per year, at the beginning of the year, and is the school's self-evaluation of where they are now.

The single plan identifies the key priorities and the next steps to address these priorities.

Key priority 1: Leadership and Management

- To further promote emotional well-being and positive mental health of the whole school community
- To further promote resilience

Key priority 2: Pupil Progress

- Increase the number of disadvantaged pupils achieving expected progress and better
- Increase the number of more able pupils achieving Greater Depth
- Increase the number of children achieving ARE across the school

Key priority 3: Quality of Teaching and Learning

- Teachers provide opportunities for pupils to gain a greater depth in their learning by adopting the mastery approach to teaching and learning

The plan has been RAG rated and will be updated at the end of each term.

The plan also includes key questions which governors can ask to help with their monitoring.

10. Policies / Procedures

There are a large number of policies which the school is required to have as an Academy.

Some of these are TMAT policies which are approved at Trust level others are approved at local level.

There is a rolling programme to update these policies, a number of which are approved by the LaMP committee.

11. Governors Monitoring, Development and Training

Training on Financial Budgets and Financial Monitoring for Academies has been booked for Wednesday 28th November to be held at Tany's Dell. TMAT trustees and governors from all three LGBs are attending.

Scott Allen, Daniel Nutkins and Robert Rowlandson will complete the Induction for School Governors training.

14. Dates and Times of Future Meetings

The dates and times of future meetings are as follows:

Spring term 2019

LaMP	7.15pm	Thurs	24 January 2019
Finance & Premises	6.30pm	Tues	12 February 2019

Local Governing Board	7.00pm	Tues	5 March 2019
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Summer term 2019

Finance & Premises	6.30pm	Tues	21 May 2019
LaMP	7.15pm	Thurs	6 June 2019

Local Governing Board	7.00pm	Tues	9 July 2019
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(note – this is a change to the previous date agreed)

There may also be an extra finance meeting in the summer term to set the budget.

15. Any other Business

BM reminded governors that they should book their monitoring visits for next term. The template for the Visits Report form will be circulated to governors.

Action Template for Governors Visit Report to be circulated.

The following changes to the allocated responsibilities were agreed:

Robert Rowlandson – Pupil Premium and Sports Grant
Simon Lee – Website and ICT

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

Clerk

Summary of agreed actions

Minutes where action identified	Summary of action	To be actioned by	Date action confirmed
LGB 20 Nov 18	Template for Governors Visit Report to be circulated.	Clerk	

Signed **Date**
Chair of Governors