



Tany's Dell Primary School and Nursery Local Governing Board

Minutes of the Local Governing Board meeting held on Tuesday 5th March 2019 at 7.00pm

In attendance

Renee Joyce (Chair)	RJ	Co-opted	Present
Daniel Nutkins	DN	Parent	Present
Simon Lee	SL	Parent	Present
Scott Allen	SA	Parent	Present
Robert Rowlandson	RR	Parent	Present
Katie Pollard	KP	Co-opted	Apologies received
Andrew Rivers	AR	Parent	Apologies received
Cherith Lowry	CL	Co-opted	Apologies received
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 AR, KP and CL.

2. **Any other urgent business**

BM said that she would report on Curriculum Week.

There was no other urgent business reported.

3. **Declaration of Business interests / Conflict of 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 there had not been any urgent action taken since the last meeting.

5. **Minutes of the Previous Meeting**

The minutes of the meeting held on 20th November 2018 were approved as a correct record of the meeting.

Matters arising

There were no matters arising.

Actions taken since the last meeting

Outstanding actions are summarized at the end of the minutes.

- **Template for governors visits** – this was circulated after the meeting.

6. Reports from Committees

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

The LaMP committee met on 24th January 2019

RJ reported that they spent a lot of time looking at the December data throughout the school and comparing it to targets set.

A number were on track and some amber but there were also some red areas. Those were mainly pupils who were not supported at home.

The Templefields House pupils have nowhere to do their homework. The school is trying to support them so that they can make progress but it is difficult.

They also discussed the Inspection Data Summary report.

Ofsted is changing. There are new guidelines with not so much emphasis on data. There was a suggestion that Ofsted may inspect the MAT rather than do individual inspections, but this has been abandoned.

Chris Fluskey has arranged some training on Preparing for Ofsted at the Harlow Study Centre on 3 April from 4pm until 6pm.

They can expect an inspection any time from September onwards. Leadership and management will include governors.

Nurseries are being encouraged to take 2-year olds or extend the offer to 30 hours per week. However, BM said the MAT needed time to settle things down before they enter into new ventures. There were so many new things, another class of 2-year olds would be one step too far.

The Nursery Admissions Policy was changed and staff children was added as a criteria so that it is in line with the Admissions Policy.

- **Finance and Premises Committee**

The Finance and Premises Committee met on 12th February 2019

They discussed the finance reports up to month 5.

BI had reported a healthy balance but this was being used to offset increased costs in teachers pay and the proposed increases in support staff pay.

It has also enabled the planned ICT hardware expenditure to be brought forward.

Applications have been made to the ESFA for two CIF bids (window and roof replacements) but if they are not successful, they will need to consider options for a phased replacement programme.

The committee also discussed the Catering Accounts.

An ICE financial audit was carried out on 22nd January.

The visit report and actions to comply with any recommendations were discussed and agreed.

Governors looked at the Health and Safety Policy and discussed the annual Health and Safety audit.
Andy McWilliam reported on progress made towards carrying out the recommended actions from the audit.

7. Report from the Headteacher

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

Points to note:

No on Roll: Main school - 417 Whole school – 464

Attendance 93.4% (national is 96%)

BM told governors that there had been a large number of pupils and staff off ill since Christmas. Also, several families had taken term time holidays with no application.

SEND 93

Pupil Premium pupils 135 (32.3%)

Exclusions 0

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

There are 22 pupils in the "High Need" category and their families are being supported by social care.

A further 22 pupils are being closely monitored by staff and 45 are in the "Low Need" category.

BM told governors that she did try to analyse the figures. 15 of the 22 pupils on the high need category have been at the school less than 2 years.

Question What is the criteria for putting pupils on the high need category?

It is all based on the concern. There are all sorts of different reasons but a lot is to do with what is going on in the homes.

Only 3 are from Templefields House (there have been 11 in the last year)

The SENCO is new in post and is getting used to the job. Heather Gotting had 25 years experience.

The amount of time that this has taken up for the Headteacher and the other five people in the safeguarding team cannot go on as they should be focusing on strategic matters.

Question Is this a trend?

BM said that she thinks it can only get worse.

Question Is this trend being reflected in the other schools?

No. Old Harlow is not in the same league although they do have their own problems.

Question is there anything that can be done to take the pressure of that team?

FM said that they are spending a lot of time on just one family.

RJ reported that she found out about 10 days ago that another office block in West Road is being converted, so that will be even closer than the other two.

RJ and BM are meeting Danny Purton to draft a letter to the Head of the Planning Committee in the hope that the Council will block it.

The letter will include details about the lack of resources, lack of support and the affect that this drain is having on other pupils.

Although pupil premium has gone up, it is now £1300, budgets are getting smaller in real terms. So, going forward the contingency is going to disappear.

Robert Halfon has also highlighted this issue.

Governors said if anything can be identified that will help, governors will support it.

RJ said that they might need to look at Leadership and spread the load more. The Headteacher and Deputy Head are having to deal with the safeguarding responsibilities.

BM reported the staffing structure for teaching and learning and the allocation of responsibilities.

She told governors that she is very happy with the quality of teaching and learning and described the training being undertaken and the self and peer evaluations.

Pupil targets have been revisited at the recent pupil progress meetings and have been slightly tweaked. They are not as high but are still aspirational.

Sarah Smith, EYFS Leader, reported that fewer pupils in 2018/19 were school ready in September. Early interventions have been put in place and the Nursery are also part of a Nursery development drive this year which is run by Essex Advisors.

Mrs Gadd, the new Inclusion Manager has settled in very well and is transferring all One Plans to a new format which will give more in-depth information about the pupil's progress and next steps.

Everyone is excited about the Zones of Regulation. The other two schools have also taken it on. It is a form of self-regulation and allows the pupils to build their awareness.

BM reported on her visit with Andrew Sentance to the DFE offices for a meeting with Sue Baldwin, representing the Regional Schools Commissioner.

She said the visit was very positive and she had shared the TMAT Single Plan and objectives for the next three years. The RSC was positive about the high levels of partnership working that the Trust had achieved.

Governors thanked BM for a very interesting and informative report.

8 School Development Plan

The updated Single Plan for Whole School Development had been circulated to governors prior to the meeting.

BM reported that the actions for the autumn term had been evaluated.

She said that she will carry on adding actions, evaluations and next steps for working towards the goals rather than start a new document for the spring term.

- They had planned to prepare a questionnaire for teachers on their emotional wellbeing, so this will be actioned.
- Pupil progress meetings are taking place termly and targets monitored and tweaked if required.
- The school has joined two national mastery maths hubs which have provided them with lots of teaching and learning strategies.
- Teachers are using peer and self-evaluations to monitor quality of teaching.
- The EYFS Lead has amended the teaching approach including mixed ability groups focusing on understanding number systems rather than just counting which is having a positive impact.

9 Annual Safeguarding Report

RJ carried out the Annual Safeguarding Visit on 15th February.

As part of the visit she checked the Single Central Record with Claire Martin. She reported that there were three LSAs that will need to apply for the correct documentation to work if Brexit happens.

She also reviewed the action points from the Safeguarding Audit carried out in March last year.

The complete report is attached as appendix 1.

10 Policies / Procedures

There were no policies to approve at this meeting.

11 Year 6 Residential Trip

The Yr 6 residential trip will be to Kingswood again this year. All risk assessments have been carried out.

The 2019 residential trip was approved.

12 Governors Monitoring, Development and Training

The Governors Visits schedule had been circulated again and governors reminded that they need to make arrangements to complete their visit.

13 Dates and Times of Future Meetings

The dates and times of future meetings are as follows:

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
(note – this is a change to the previous date agreed)

14 Any other Business

BM reported on the curriculum week focusing on Performing and Creative Arts. Some fantastic artwork was produced and FM did a lot of work on British contemporary music, Riverdance, Ice Dance and Street dance.

There being no further business, the meeting closed at 9pm

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	The template was circulated after the meeting.

ANNUAL SAFEGUARDING VISIT TO TANY'S DELL SCHOOL, 14TH MARCH 2018**Present:** Mrs B. Miele (Headteacher) Mrs R. Joyce (Chair of Governors)

The main focus was to review our practice by completing the online Essex Audit, which was previously completed in 2016. This consists of a number of sections, where you score your practice either 3 (everything met) 2 (partly met) 1 (not met) The sections are:

1. Safeguarding governance	ALL MET
2. Designated Safeguarding Lead	ALL MET
3. Safeguarding Policies	ALL MET
4. Safer recruitment	2 X PARTLY MET*
5. What staff need to know	2 X PARTLY MET*
6. Inter- Agency working	ALL MET
7. Allegations against staff and whistle-blowing	ALL MET
8. Helping pupils to keep themselves safe	2 X PARTLY MET*
9. Record keeping and information sharing	ALL MET*
10. Child sexual exploitation	1 X NOT MET*
11. Prevention of extremism and radicalisation	ALL MET
12. Honour-based abuse (FGM and forced marriage)	ALL MET
13. Positive mental health and emotional wellbeing	1 X PARTLY MET*

ACTIONS: *

4. Safer Recruitment policy needs to be reviewed annually. RJ to add to summer LGB Agenda. Single central record needs to be checked at least termly by BM.

5. Volunteers are to read Keeping Children Safe in Education when they start, and after that annually, and sign to prove this has been done.

Volunteers should be invited to attend safeguarding training, alongside staff and governors.

8. Rather than deliver specific e-safety lessons, staff need to drip feed across the curriculum and in every day conversations.

We need to gather regular feedback from pupils on issues around keeping safe.

10. We do not have a CSE lead in school. BM to research whether this is relevant to primary sector.

13. We need to complete an Emotional Health and Wellbeing Policy.

One of our priorities for next academic year is to promote resilience and a sense of wellbeing.

As part of this, the NSPCC will be running "Speak Out, Stay Safe" workshops with our pupils.

ANNUAL SAFEGUARDING VISIT TO TANY'S DELL PRIMARY ACADEMY, 15TH FEBRUARY 2019

1. Monitoring of the Single Central Record, with Claire Martin.

I randomly selected a member of the teaching staff, a LSA, and a visiting tutor. All checks had been done correctly and photocopied evidence was filed. Several questions were raised, which CM will action as a matter of urgency. What will be needed for the three LSAs who are not British nationals after BREXIT? They have been asked to make sure they have all the correct documentation from the Home Office. I also checked the Governors and Trustees pages, and both need updating. BM will ensure that the few parent volunteers, who are not governors, receive CP training from her. CM provides a small pack for them, which will in future include a note to point them to the relevant policies on the school website.

2. Reviewing the Action points of last year's Safeguarding Audit (see over for these action points)
Safer recruitment: The policy is now a TMAT policy and is reviewed annually. ALL MET

What Staff need to know: SCR is now checked termly by the Headteacher and annually by the COG. The Office Manager will include signposting to the website for key documents, including Keeping Children Safe in Education 2018. ALL MET.

Helping Pupils and Students to keep themselves safe: Incidents of internet concern have dropped, and there are only very minor issues in years 5&6. A lot of work has been done by staff and visiting deliverers. Letters are regularly sent home to remind parents of online safety at holiday times. Pupils complete the annual SHEU survey, and the school gets an overall result. ALL MET

Child Sexual Exploitation: Mrs Wright to be asked to expand her e-safety role to cover this. Under her TLR. She will be CSE Champion. PARTIALLY MET.

Positive Mental Health and Emotional Wellbeing: Now a Key Priority. Using Zones of Regulation, which Harlowbury are leading on. To work well in school, pupils need to be in the Green Zone. Blue is nearly there, Yellow worrying and Red a problem. Pupils are given strategies to help then get to Green. Posters and ideas are on the board by the Dining Room. Results are already being seen. ALL MET.
SO GOOD NEWS! We are almost fully compliant.

OTHER SAFEGUARDING POINTS NOTED:

- We have 24 pupils on the High Concern Register. This is a huge increase, and cannot be laid at the door of Templefields House or Astra House (only 3 from there) The Safeguarding Team are working hard to find solutions, and Social Care are becoming increasingly involved. The Team regularly spend 2 hours a week, just discussing High and Medium concerns. Low risk pupils are now only considered monthly, unless an incident occurs.
- Miss Middleton is involved daily with one family, which is affecting her ability to perform her deputy role as she and Bernie would like. An outside agency are now involved, and hopefully will broker a solution.
- A nursery pupil, who has caused huge safeguarding concerns because of her health issues, will not be joining Reception in September, as ECC have found her a special school placement.

Signed **Date**
Chair of Governors