

# St Dennis Primary Academy



## Circulation List:

St Dennis Primary Academy - copy for public access  
Governance Professional's copy  
Governance Officer - TPAT

## **Local Monitoring Committee**

Mrs Tanya Edmunds	Support Staff: Member
Miss Becca Rollason	Teaching Staff: Member
Miss Samantha Truscott	Parent Member – Vice Chair
Mrs Sue Hiskens	Parent Member
Mrs Cathy Brokenshire	Headteacher
Mrs Sharon Redman	Co-opted Member – Chair
Mrs Liz Bradbury	Co-opted Member
Mrs Karen Warnham	Co-opted Member
Mrs Ann Chapman	Co-opted Member

# Minutes

## Local Monitoring Committee Meeting

Monday 17<sup>th</sup> March, 2025



Linda Cackett – Governance Professional

Typed: 17.03.2025

Approved for circulation: ???.?.2025

## LOCAL MONITORING COMMITTEE MEETING MINUTES

<b>School:</b>	St Dennis Primary Academy
<b>Quorum:</b>	4 (40%) - 9/9 Members – No vacancies
<b>Chair for meeting:</b>	Mrs Liz Bradbury
<b>Governance Professional:</b>	Mrs Linda Cackett
<b>Date of meeting:</b>	Monday 17 <sup>th</sup> March, 2025 at 4.00pm
<b>Venue:</b>	Year 5 Classroom, St Dennis Primary Academy

### Attendance:

Name:	Member	Other (please state)	Present/ Apologies/ Absent
Miss Samantha Truscott – Vice Chair - Parent Member	✓		<b>Apologies</b>
Mrs Karen Warnham – Co-opted Member	✓		<b>Present</b>
Mrs Liz Bradbury – Co-opted Member	✓		<b>Present</b>
Mrs Ann Chapman – Co-opted Member	✓		<b>Apologies</b>
Mrs Cathy Brokenshire – Headteacher – Ex-officio	✓		<b>Present</b>
Mrs Sue Hiskens – Parent Member	✓		<b>Present</b>
Mrs Sharon Redman – Chair - Co-opted Member	✓		<b>Apologies</b>
Mrs Tanya Edmunds – Staff Member	✓		<b>Present – in part</b>
Miss Becca Rollason – Staff Member	✓		<b>Present</b>
Mrs Linda Cackett – Governance Professional	-	Governance Professional	<b>Present</b>

<b>1.0</b>	<p><b>Apologies and consideration of consent for absence</b></p> <p>Mrs Bradbury kindly agreed to chair the meeting in the absence of the Chair and Vice Chair. She welcomed everyone to the Local Monitoring Committee meeting.</p> <p>Apologies were received, considered and <b>APPROVED</b> from:</p> <ul style="list-style-type: none"> <li>• Mrs Redman – work commitments</li> <li>• Miss Truscott</li> <li>• Mrs Chapman – prior appointment</li> </ul>	<u><b>Action</b></u>
<b>2.0</b>	<p><b>An opportunity to declare any additional Business or Pecuniary Interest/s</b></p> <p>None.</p>	
<b>3.0</b>	<p><b>Constitution</b></p>	
<b>3.1</b>	<p><b>Next terms of office to expire</b></p> <p>The Governance Professional reported that the next terms of office to expire are:</p> <ul style="list-style-type: none"> <li>• Mrs Karen Warnham – 13.09.2025 – Co-opted Committee Member</li> <li>• Mrs Liz Bradbury – 12.10.2025 – Co-opted Committee Member</li> </ul>	

3.2	<p><b>Vacancies</b></p> <p>The Governance Professional reported that there were no vacancies.</p>	
<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.2.1</p> <p>4.2.2</p> <p>4.2.3</p> <p>4.2.4</p>	<p><b>Minutes of last Local Governing Board Meeting – Monday 20<sup>th</sup> January, 2025</b></p> <p><b>Approval</b></p> <p>The minutes were circulated prior to the meeting. They were <b>APPROVED</b> as a true and accurate record of the meeting and signed by the Acting Chair after the meeting, the Governance Professional will upload to TPAT connectED.</p> <p><b>Matters arising not already on the agenda</b></p> <p><b>Item 4.1 - Approval of LMC Minutes</b></p> <p>The Governance Professional confirmed that the minutes had been signed by the Chair after the virtual meeting and uploaded to TPAT connectED.</p> <p><b>Item 4.2.3 – Presentation by Clhoe Bayliss – Cornish Lithium</b></p> <p>Mrs Bradbury reported to the LMC that Chloe was leaving the company but should be replaced.</p> <p><b>Item 4.2.4 – Headteacher’s Report</b></p> <p>The Governance Professional ha included LMC Data Sharing as Item 7.0 on the agenda for this meeting.</p> <p><b>Item 5.0 – Headteacher’s Verbal Update</b></p> <p>Reception numbers for September, 2025, agenda item 8.0 for this meeting.</p> <p>A Member asked whether the permanent exclusion mentioned in the Headteacher’s verbal update at the last meeting had been upheld, the Headteacher confirmed that it had been upheld.</p>	<p>Governance Professional</p>
5.0	<p><b>Headteacher’s Report</b></p> <p>The Headteacher’s Report was circulated prior to the meeting, it was further noted:</p> <ul style="list-style-type: none"> <li>• Lack of support from the external services continues.</li> <li>• School Development Actions were highlighted to the Committee, the colour coding was explained.</li> <li>• A governor asked what heat mats were, an explanation was given to the Committee.</li> <li>• 10 children have joined the school, however 10 have left year to date.</li> </ul>	

- 1 permanent exclusion and one child has moved to another local school, three children joined and then left the school so remain on the persistent absence data. The Headteacher reassured the LMC that the school has and continues to undertake everything it should in relation to the attendance process. There is a lot of time and effort put into implementing the Attendance Policy by the school. The tiered process was reminded to the Committee. Children continue to love the attendance stamps system; they are really motivated.

4.20 pm – Mrs Edmunds joined the meeting.

- Safeguarding data was highlighted to the Committee, Operation Encompass reports remain high. The Headteacher updated the Committee that another was received at 3.10 am this morning, the school is informed so that they can pre-empt any possible things that might happen. As the school has received so many Operation Encompass reports all staff have received Domestic Abuse training recently.
- SEN is significantly above the national average.
- Dreadnought are working with the school currently.
- The Special Partnership Trust have been contacted as they are providing free outreach work at present. They are coming into Reception this week to create a transition plan, which will be beneficial.
- Behaviour – Spring term so far has less incidents than last year, there has been no suspensions.
- The Headteacher explained that actions to support behaviour were highlighted, mornings remain quite structured, more predictable things have been introduced for the afternoons. This has so far had a positive significant impact to afternoons and lunch breaks. The top playground is now only used for football so other areas remain much calmer. During a recent LMC Member's visit it was evidenced that pupils had said they felt calmer, and the use of yellow and red cards continues to work well.
- Pupil Premium – the main strategy is Quality First Teaching, there are lots of things to place to support this.
- Health and Safety – the Headteacher was pleased to report that the roof is to be fixed.
- Fire doors are to be replaced, just waiting for delays in the glass.
- Staffing Structure – no major changes.
- Finance – All Headteachers have met with the Finance Team, some schools have lots of savings to make, three schools are losing a class, however St Dennis only has to save £155 based on the TPAT Staffing Model which has been introduced. **A governor asked whether schools losing classes might impact on St Dennis, the Headteacher replied that it could.** The LMC were pleased to learn that the school did not have significant savings to make, this was positive news.

The Headteacher was thanked for her informative report to the LMC.

<b>6.0</b>	<b>Premises</b>	
<b>6.1</b>	<b>Current Building Works and Maintenance Schedule</b>  Covered under Item 5.0.	
<b>6.2</b>	<b>Health and Safety</b>  Covered under Item 5.0.	
<b>7.0</b>	<b>LMC Data Sharing</b>  It was agreed for this item to be an agenda item for the next meeting.	Agenda item for next meeting
<b>8.0</b>	<b>Reception Numbers for September 2025</b>  18 first choices have been received, hopefully there will more received before September. The Headteacher would be happy for 20 to be received.	
<b>9.0</b>	<b>Local Community Interaction</b>	
<b>9.1</b>	<b>Local Links</b>  Mrs Chapman was not in attendance so nothing to report. There has been a recent FOSDA meeting. <ul style="list-style-type: none"> <li>• Fabulous Finishes for all classes with parents invited in</li> <li>• EYFS parent session</li> <li>• Second set of parent consultation meetings from Reception to Year 6</li> <li>• The school is going to host the next Year 2 Network Meeting</li> </ul> <p>A Member reported that after the recent 'Open Book' event when she was walking away from the school, pupils were re-enacting Jonah and the Whale to their parents. This evidenced that clearly the events were being taken on board by the pupils if they were sharing with their parents on their journey home from school.</p>	
<b>10.0</b>	<b>Strengthening Governance</b>	
<b>10.1</b>	<b>Local Committee Member Monitoring Reports</b> <ul style="list-style-type: none"> <li>• <b>Safeguarding – Sam Truscott – 21.11.2024</b></li> <li>• <b>Behaviour – Liz Bradbury and Sue Hiskens – 21.01.2025</b></li> <li>• <b>Pupil Premium – Liz Bradbury and Sue Hiskens – 10.03.2025</b></li> </ul> <p>The reports were circulated prior to the meeting, questions were invited, the LMC felt Pupil Premium was increasing. A Member asked if it was normal that two Year 6 pupils commented that it was noisy in school, the Committee felt that different pupils have different perception of noise levels.</p>	

<p><b>10.2</b></p> <p><b>10.3</b></p> <p><b>10.4</b></p> <p><b>10.5</b></p> <p><b>10.5.1</b></p> <p><b>10.5.2</b></p> <p><b>10.6</b></p> <p><b>10.7</b></p>	<p><b>Local Committee Member Training Reports</b></p> <p>None received.</p> <p><b>Local Monitoring Committee Development Planner 2024/2025</b></p> <p>The Committee agreed for the document to be reviewed in September, 2025.</p> <p><b>Policies</b></p> <p>There were none to review.</p> <p><b>Governance Professional's Update</b></p> <p><b>LMC Annual Planner</b></p> <p>The Planner was updated by the LMC, the updated planner will be uploaded to TPAT connectED after the meeting. It is all up to date and on track for this academic year.</p> <p><b>Agenda Format</b></p> <p>The Governance Professional felt that as the LMC role was different than the LGB that several items on the agenda are now incorporated in the Headteacher's Report and could be removed. After discussion it was agreed for the following to be removed:</p> <ul style="list-style-type: none"> <li>• Premises – to include current building works and maintenance schedule and Health and Safety</li> <li>• Policies</li> <li>• Chair's Report – was only added to allow AOB to be added</li> </ul> <p><b>Chair's Report</b></p> <p>Mrs Bradbury wanted to mention the staff wellbeing document recently sent out by the Governance Professional, who explained that she thought it a well written document by the NGA and worth sharing with the LMC. The Headteacher assured the Committee that staff wellbeing is important, a staff Member confirmed that all staff feel well supported at the school.</p> <p><b>Impact of meeting</b></p> <p>The LMC felt the school was in a good financial position at present.</p>	<p>Governance Professional</p>
<p><b>11.0</b></p>	<p><b>Dates of next meetings</b></p> <p><b>Local Governing Board Meetings</b></p> <ul style="list-style-type: none"> <li>• Monday 28th April, 2025</li> <li>• Monday 16th June, 2025</li> </ul> <p>The Headteacher presented the Governance Professional with a lovely bouquet of flowers and card to thank her for her hard work and</p>	

	<p>dedication over the past years. She replied that she was sad to be leaving but she had made the decision to only continue with remote clerking and the role of Governance Professional was different now that the Local Governing Board had changed to a Local Monitoring Committee. Members thanked her for her support and advice over the years and wished her the very best for the future. She replied that it had been a pleasure clerking the school over the years and that as a Full Governing Board, Local Governing Board and Local Monitoring Committee they had always been excellent in their approach to governance.</p> <p>The Chair thanked everyone for their attendance and the meeting closed at 5.08 pm.</p>	
--	--	--

These Minutes were passed as a true and accurate at the Local Monitoring Committee Meeting on Monday 28<sup>th</sup> April, 2025.

Signed: ..... **Chair**  
**Mrs Sharon Redman**

Dated: **Monday 28<sup>th</sup> April, 2025**