

St Dennis Primary Academy



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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 20th January, 2025



Linda Cackett – Governance Professional

Typed: 20.01.2025

Approved for circulation: 23.01.2025

LOCAL MONITORING COMMITTEE MEETING MINUTES

School:	St Dennis Primary Academy
Quorum:	5 - 9/9 Members – No vacancies
Chair:	Mrs Sharon Redman
Governance Professional:	Mrs Linda Cackett
Date of meeting:	Monday 20th January, 2025 at 4.00pm
Venue:	Virtual meeting hosted by Zoom Online Virtual Platform

Attendance:

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

1.0	<p>Apologies and consideration of consent for absence</p> <p>The Chair welcomed everyone to the Local Monitoring Committee meeting. There were no apologies as everyone was in attendance, the Chair wished everyone a Happy New Year.</p>	<u>Action</u>
2.0	<p>An opportunity to declare any additional Business or Pecuniary Interest/s</p> <p>None.</p>	
3.0	<p>Constitution</p>	
3.1	<p>Next terms of office to expire</p> <p>The Governance Professional reported that the next terms of office to expire are:</p> <ul style="list-style-type: none"> • Mrs Karen Warnham – 13.09.2025 – Co-opted Committee Member • Mrs Liz Bradbury – 12.10.2025 – Co-opted Committee Member 	
3.2	<p>Vacancies</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>Minutes of last Local Governing Board Meeting – Monday 18th November, 2024</p> <p>Approval</p> <p>The minutes were circulated prior to the meeting. They were APPROVED as a true and accurate record of the meeting and will be signed by the Chair electronically after the meeting, the Governance Professional will upload to TPAT connectED.</p> <p>Matters arising not already on the agenda</p> <p>Item 4.1 - Approval of LMC Minutes</p> <p>The Governance Professional confirmed that the minutes had been uploaded to TPAT connectED.</p> <p>Item 4.2.7 – Keeping Children Safe in Education 2024</p> <p>The Headteacher reported that the signed document had been filed in the Safeguarding File.</p> <p>Item 4.2.11 – Presentation by Chloe Bayliss – Cornish Lithian</p> <p>Mrs Bradbury reported that she has visited the school and drafted a grant submission which is approximately for £2,500 following her meetings with various members of staff regarding usage of the outdoor area. Hopefully, the grant application will be successful, the Headteacher thanked Mrs Bradbury on behalf of the staff who were delighted with the draft document, hopefully there will be a positive conclusion.</p> <p>Item 5.0 - Headteacher’s Report</p> <p>The Governance Professional had raised the question with Bex Couch but had not received a reply date direct to herself. However, she had been sent an email at 3.25 pm, just before the meeting which had been sent to all clerks, she read the email to the LMC:</p> <p><u>Data sharing</u></p> <p>We have finalised the data-sharing document that needs sharing with LMC - I've uploaded it here: LMC Data sharing - TPAT ConnectED</p> <p>This is information for LMCs to receive in order to provide some context and comparison opportunity - we will be providing information termly. Please ensure this information is shared with your LMC members (I will message when we upload each term).</p> <p><u>Communication</u></p> <p>We'd like to trial a system of LMC's reporting into the Trust Board - I will have a go at creating a form on the intranet for you to enter information into and will send you a link to this when it's done. In the short term, we'd like each LMC on a termly basis to report in the 3 keys issues/priorities that they wish Trustees to be aware of - the intention with this is that I will collate the information together, identify</p>	<p>Chair Governance Professional</p>
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<p>4.2.5</p> <p>Item 7.1 – Local Community Interaction – Local Links</p> <p>4.2.6</p> <p>Item 8.3 – Local Monitoring Committee Development Planner 2024/2025</p> <p>4.2.7</p> <p>Item 8.5.1 – LGB Annual Planner</p> <p>4.2.8</p> <p>Item 8.5.2 – Skills Audit</p>	<p>themes and report this into Trustees. The next full Trustee meeting is on 2nd April - please email into governance@tpacademytrust.org .</p> <p>It was agreed to be an agenda item for the next meeting, suggestions for key issues/priorities such as policies, issues etc were given.</p> <p>The Headteacher reported that FOSDA's funding for events/trips is always passed on to parents via the newsletter when they support the school. The Chair asked how much was raised at the Christmas Fayre, Mrs Chapman confirmed that nearly £1,000 was raised, it was agreed that FOSDA could perhaps push for more funding. The Chair asked how the Christmas Carol Concert went, the Headteacher replied that it had gone very well.</p> <p>The Governance Professional confirmed that the document had been updated and uploaded to TPAT connectED.</p> <p>The Governance Professional confirmed that the planner was updated and recirculated after the last Meeting.</p> <p>Agenda item for the next meeting.</p>	<p>Agenda item for next meeting</p> <p>Agenda item for next meeting</p>
<p>5.0</p>	<p>Headteacher's Verbal Update</p> <p>The Headteacher updated the Local Monitoring Committee with the following information:</p> <ul style="list-style-type: none"> Staffing has remained settled, a new teaching assistant had been recruited via the temp to perm recruitment agreement, she will be employed by the school at the end of March but is currently working via the agency. Another teaching assistant has resigned for personal reasons but is helping out by not leaving until the end of the month which is more than the notice period required. Mrs Edmunds reported that numbers have increased in the nursery, two members of staff have been appointed to meet the new ratios required. The appointments have gone well, two EHCP's have been implemented also. The 2 year olds are now a 1:5 staffing ratio, there have been an increase of three 2 year olds and other 2 year olds have increased their hours. There are 36 on roll in nursery at present, so it is very busy. There is a high level of need upon entry still, all specialists are brought in asap. Of the 16 intake for September, there is one with an EHCP. Overall, there are three pupils with EHCPs in the Nursery with one more to be applied for. It was asked whether parents attend any promotional and support sessions provided, Mrs Edmunds replied that it was hit and miss and this was down to a variety of reasons. A member asked whether it was the same parents who attended, it was confirmed that it was. 	

	<p>The Chair asked the Headteacher about the numbers for September, she confirmed that there were 25 applicants, 18 of which were first choice. The distance element ranges from within the village to 5 miles away. Agenda item to discuss further at the next meeting, need 22 pupils in September to maintain the staffing levels the same.</p> <ul style="list-style-type: none"> Behaviour – the Headteacher reported that there had been a few more suspensions in school, with one permanent exclusion, the panel is meeting tomorrow morning, she will share more information once concluded. A member asked how long it will take to finalise, the Headteacher explained the timeline involved, the Chair added that it will also negatively impact on the school's attendance data. It was asked if the parents attend the panel meeting, it was confirmed that they have chosen not to attend tomorrow. The Chair asked how the Nest was working, the Headteacher confirmed that it was working very positively, real success stories to report which shows that in the right provision positive progress can be evidenced. A member added that she had visited the Nest and found it a very positive learning environment. The Headteacher invited members to visit to experience the provision. A member asked whether Year 6 are being treated in line still with Brannel's Year 7 unacceptable behaviour consequences being shared with them, so that they are aware of their actions would be dealt with if they were at Brannel School. Miss Rollason confirmed that it was still working well. Another member asked whether Brannel were aware of St Dennis taking this approach, it was confirmed that they probably were not aware. Another member commented that she felt that they would be interested to know about the approach and might wish to share this with other feeder schools. It was asked how the attendance awards were going, the Headteacher replied that there some real success stories after the introduction of the new attendance policy. Attendance is now 92.4% although below national average the school is being rigorous in the implementation of the policy. The good practice of how the school tracks it has been shared with other schools within the Trust which is very positive for the school. The committee members congratulated the staff for the rigorous implementation across the school. It was asked whether the school still had enough rewards for the scheme, the Headteacher replied that there was still some funding unused from Imerys. The Snug Vouchers are going down very well and with no cost implications. <p>The Headteacher was thanked for her informative update to the committee.</p>	<p>Agenda item for next meeting.</p>
<p>6.0</p> <p>6.1</p>	<p>Premises</p> <p>Current Building Works and Maintenance Schedule</p> <p>The Headteacher reminded the Committee of the new Trust Lead, which continues to be positive. There is a Trust wide external audit due shortly but nothing further to report at present.</p>	

<p>7.0</p> <p>7.1</p>	<p>Local Community Interaction</p> <p>Local Links</p> <p>Mrs Bradbury reported that lots of local events over Christmas were well attended, Year 5's attending the OAP's Christmas Lunch went down very well and was well received. Mothering Sunday on the 30th March is the next event for FOSDA. The Christmas Fayre was well received, however FOSDA would like to return to the earlier time of 2.00 pm for the Christmas Fayre in 2025. The Headteacher added that it was important to inform parents of timings at the beginning of each half term, just in case parents have to finish work early. Communication is the key issue to keep the parents happy, £230 was raised at the end of term disco also. There will be an Easter Disco, two new mums have shown an interest in FOSDA, so all positive news regarding FOSDA.</p>	
<p>8.0</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p> <p>8.5.1</p>	<p>Strengthening Governance</p> <p>Local Committee Member Monitoring Reports</p> <ul style="list-style-type: none"> • SEND – Sue Hiskens – 19.11.2024 • End of Year Outcomes – 28/29.11.2024 <p>The reports were circulated prior to the meeting, the monitoring reports were noted to be of excellent quality by the Chair. The Chair reminded members to undertake their monitoring visits by the required dates given to them by the Headteacher. Mrs Chapman asked what 'Nessie' was, it was explained that it was an online programme targeting reading and writing and is used throughout the school, but is targeted for specific pupils.</p> <p>Local Committee Member Training Reports</p> <p>None received. Mrs Hiskens reported that she had attended SEND training and her report will follow shortly, it had been very informative online training led by Mr Chris Gould. A video was available online and members were encouraged to watch if they were interested.</p> <p>Local Monitoring Committee Development Planner 2024/2025</p> <p>The Committee adopted the updated the document.</p> <p>Policies</p> <p>There were none to review.</p> <p>Governance Professional's Update</p> <p>Resignation of Governance Professional</p> <p>The Governance Professional reported that she had sadly tendered her resignation to the Headteacher and Chair and would be leaving the post at the end of the Spring Term.</p>	

8.6	<p>Impact of meeting</p> <p>The Committee felt that the impact of virtual meeting is that they are very succinct!</p>	
9.0	<p>Dates of next meetings</p> <p>Local Governing Board Meetings</p> <ul style="list-style-type: none"> • Monday 17th March, 2025 • Monday 28th April, 2025 • Monday 16th June, 2025 <p>The Chair thanked everyone for their attendance and the meeting closed at 4.57 pm.</p>	

These Minutes were passed as a true and accurate at the Local Monitoring Committee Meeting on Monday 17th March, 2025.

Signed: **Chair**
Mrs Sharon Redman

Dated: **Monday 17th March, 2025**