

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 18th November, 2024



Linda Cackett – Governance Professional

Typed: 18.11.2024

Approved for circulation: 22.11.2024

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 18th November, 2024 at 4.00pm
Venue:	Year 5 Classroom, St Dennis Primary Academy

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	✓		Ap
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. Apologies were received, considered, and accepted from:</p> <ul style="list-style-type: none"> • Mrs Edmunds 	<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 were:</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>4.2.5</p> <p>4.2.6</p> <p>4.2.7</p> <p>4.2.8</p> <p>4.2.9</p>	<p>Minutes of last Local Governing Board Meeting – Monday 30th September, 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 were signed by the Chair; the Governance Professional will upload to TPAT connectED.</p> <p>Matters arising not already on the agenda</p> <p>Item 1.0 – Apologies and consideration of consent for absence</p> <p>The Governance Professional confirmed that she had made the amendments to the Terms of Reference.</p> <p>Item 2.0 – Annual Declaration of Business/Pecuniary Interest/s</p> <p>The Governance Professional confirmed that she had completed the Annual Register and sent it to the Headteacher.</p> <p>Item 3.3- Election of Chair and Vice Chair</p> <p>The Governance Professional confirmed that she had notified TPAT of the appointments.</p> <p>Item 3.5 – Scheme of Delegated Authority</p> <p>The Governance Professional confirmed that the revised document had been uploaded to TPAT connectED.</p> <p>Item 3.8 – Skills Audit</p> <p>Agenda item for this meeting.</p> <p>Item 3.11- Academy Trust Handbook 2024</p> <p>The Governance Professional confirmed the agenda item will be removed.</p> <p>Item 3.13 – Keeping Children Safe in Education 2024</p> <p>The Governance Professional circulated the signature list and obtained the missing signatures at the meeting. The document was then passed to the Headteacher for inclusion in the Safeguarding File.</p> <p>Item 3.15 - Local Monitoring Committee Development Planner 2024 2025</p> <p>Agenda item for this meeting.</p> <p>Item 3.16 – Governance Monitoring Schedule 2024 2025</p> <p>The Headteacher confirmed that she had uploaded the schedule to TPAT connectED.</p>	<p>Governance Professional</p> <p>Headteacher</p>
---	--	---

<p>4.2.10</p> <p>4.2.11</p> <p>4.2.12</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 4.2.1 – Presentation by Chloe Bayliss – Cornish Lithium</p> <p>Mrs Bradbury reported that she has a meeting next week with Becca, she will report back.</p> <p>Item 8.2 – Member Training</p> <p>The Governance Professional confirmed that she had raised the matter with TPAT and chased and a reply had been received. This was sent to the Chair, the Chair reported that had replied to TPAT as she disagreed with the reply, she is awaiting a further reply. Members were disappointed with the reply also that TPAT did not feel that the training was required.</p>	<p>Mrs Bradbury</p>
<p>5.0</p>	<p>Headteacher's Report</p> <p>The Headteacher's Report was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> • The report was in the new TPAT format, the Headteacher has populated the report as she felt was required but could amend it further. • All the monitoring and feedback has been positive, there are no staffing concerns. • In terms of behaviour across the school, everything is calm, lots of positive feedback from visitors. • The new Writing Strategy has been put in place with more rigour and is more robust. The recent SHIP visit has been very positive and also the feedback from the English Hub. • Settled staffing structure in place now. • Advert at present for a Teaching Assistant. • All subject monitoring is being implemented across the school and very positive. • Impact of new retrieval strategy is in place, all children will have 4 questions regarding science, history, geography and RE. The Headteacher has already monitored and been blown away by the children's responses. • The Headteacher explained the teaching pedagogy to the Committee and how it is implemented across the school. She explained in detail the ways teaching is improved. • EHCP's are still being written, the 20-week timescale at County Hall is now reaching 60 weeks, the system appears to be 'broken'. There are no spaces available in special education, it is a real catch 22 situation at present. Without Nest in the school the situations would be far worse. • Lack of external agencies for behaviour still remains an issue. The Early Intervention Team has is visiting the school shortly. • The School Development Plan is in a new format and on TPAT connectED for Members information. 	

- Objectives were updated by the Headteacher, the Reading Fluency Programme was reminded to the Committee. Rachael has facilitated more training to staff across the school. Maths was pretty good last year, 69%, it remains as an objective to ensure it 'ticks over'. Objectives regarding SEND were highlighted, staff have attended a recent conference and County have given more advice and an additional tracking system has been put in place.
- Admissions – 5 children have joined the school, 6 have left.
- There is an Open Morning on Wednesday, hopefully 14 from Nursery and a further 5 new pupils will join from outside the village, hopefully same structure can remain.
- Attendance – 94.1%, National is 95.4%. The Headteacher explained the attendance codes used. Once a final warning is given then prosecution will take place, however lots of support is offered. Members were concerned at persistent absence affecting the figures, however the Headteacher has recorded the narrative behind absences which can be evidenced. Members were concerned at the amount of work regarding this for school staff.
- The Attendance Reward System was explained to the Committee, the use of attendance stamps to be used in the Attendance Arcade. There are 40 stamps available, but rewards are given at 37, rewards have been funded by Imerys and Morrisons. The school has only had to purchase the cupboard to keep the rewards in. Attendance is improving, the Tier 1 letters are polite informal reminders.
- Safeguarding – the concerns were reported in the report to Members. **It was asked about the 3 substance abuses, the Headteacher explained it was not the child but the household.**
- PPN (Police Protection Notices) have increased, previously ViSTs.
- Filtering is in place in the school, there is now advanced monitoring in place.
- SEN – the school is well above national average. **It was asked whether this was taken into consideration in any way, the Headteacher replied that it won't be.** Members were concerned that in no other industry this would be the case.
- The Colourful Semantics scheme was explained.
- The school wishes to have a bank of resources for SEN children, the Headteacher has been in touch with Martin regarding free resources available etc., which can be introduced.
- Behaviour – incidents were broken down in the report, **it was asked how this compares with this time last year, it was confirmed to be less. It was asked what behaviour is like in the Nest, the Headteacher replied that it is good. It was asked who introduced the Nest idea, the Headteacher replied that it was something she had seen in Birmingham.**
- **It was asked about secondary school behaviour introduction, the Headteacher explained that it was helping Year 6 pupils to be aware of what would lie ahead in Year 6.** A member suggested it might be good to get feedback perhaps in the future from Brannel to see if this approach had impacted in any way.
- Pupil Premium information is available on the school website.
- Fire Audit has taken place by the Fire Service, this was very useful as it was noted that there were no fire doors. These were noted as

	<p>urgent and would need to be addressed within 12 months. Three detectors were also missing and have been rectified.</p> <ul style="list-style-type: none"> • Parental engagement headlines were shared. • Children were involved in the Remembrance Ceremony recently, despite the wreath issue email. Children were in attendance and took part. <p>The Headteacher was thanked for her informative, new formatted, report. The Chair was concerned that the new format had no data, however this could be linked back in when monitoring reports are completed. Also concern raised about no mention of standards, the Chair asked the Governance Professional to ask Bex Couch.</p> <p><i>A member asked about the parents' meetings and their format. The Headteacher replied why they were online and the impact of directed time for teachers, parents can always speak to teachers if they wish.</i></p>	Governance Professional
<p>6.0</p> <p>6.1</p> <p>6.2</p>	<p>Premises</p> <p>Current Building Works and Maintenance Schedule</p> <p>Nothing further to report.</p> <p>Health and Safety</p> <p>The Headteacher reported that Clive Ellacott is no longer visiting the school, the support is now given centrally by TPAT. The new system is working well.</p>	
<p>7.0</p> <p>7.1</p>	<p>Local Community Interaction</p> <p>Local Links</p> <p>Mrs Bradbury reported on the forthcoming events, Open the Book Assemblies take place each half term, the Christmas Story is the next focus. Children are also involved with the Festival of Christmas Trees; Year 5 are involved with the Over 70's Christmas Lunch and are singing carols. The Carol Concert being held on Friday 20th December, the last day of term.</p> <p>Mrs Bradbury read a statement from the PCC to reassure the school:</p> <p><i>"I am sure that everyone here has heard about the Makin Report and the resulting resignation of the Archbishop of Canterbury.</i></p> <p><i>I want to reassure the school that all safeguarding procedures, including DBS checks and training, are full in place at St Denys Church. We hope that the school continues to have confidence in its relationship with the church community."</i></p> <p>The Chair appreciated the reassurance from the PCC. Mrs Chapman reported that sadly there were only three remaining FOSDA members, a new 'enthusiastic' Chair in the new year. The Christmas Fayre</p>	

	is on Friday 6 th December, 2024. The Committee felt the financial support given by FOSDA is important, it might be worth letting parents/carers know what has been funded by FOSDA.	Headteacher
8.0	Strengthening Governance	
8.1	Local Committee Member Monitoring Reports <ul style="list-style-type: none"> None received 	
8.2	Local Committee Member Training Reports <ul style="list-style-type: none"> None received 	
8.3	Local Monitoring Committee Development Planner 2024/2025 The Committee reviewed the planner and agreed to adopt the pro forma but remove Objective 3. The Governance Professional to update the document and upload to TPAT connectED.	Governance Professional
8.4	Policies There were none to review.	
8.5	Governance Professional's Update	
8.5.1	LGB Annual Planner The Committee reviewed the planner, the Governance Professional will update and recirculate after the meeting.	Governance Professional
8.5.2	Skills Audit The collated Audit was circulated prior to the meeting, the Committee reviewed the report, Members felt that it was a strong report, the 'unsures' to be addressed, agenda item for the 2 nd meeting of Spring Term.	Governance Professional Spring 2 Agenda
8.6	Chair's Report Nothing further to report.	
8.7	Impact of meeting The Committee felt that once again it had been a very informative meeting: <ul style="list-style-type: none"> Excellent Headteacher's Report, except for the non-inclusion of data. Governance Professional to raise with Bex Couch. 	Governance Professional
9.0	Dates of next meetings Local Governing Board Meetings <ul style="list-style-type: none"> Monday 20th January, 2025 – Virtual Meeting Monday 17th March, 2025 Monday 28th April, 2025 Monday 16th June, 2025 	

	The Chair thanked everyone for their attendance and the meeting closed at 5.47 pm.	
--	--	--

These Minutes were passed as a true and accurate at the Virtual Local Monitoring Committee Meeting on Monday 20th January, 2025.

Signed: **Chair**
Mrs Sharon Redman

Dated: **Monday 20th January, 2025**