

# St Dennis Primary Academy



## Circulation List:

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## **Local Governing Board**

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 30<sup>th</sup> September, 2024



**Linda Cackett – Governance Professional**

Typed: 30.09.2024

Approved for circulation: 03.10.2024



3.0	<b>Constitution</b>									
3.1	<b>Next terms of office to expire</b>									
	<p>The Clerk reported that the next term of office to expire was:</p> <ul style="list-style-type: none"> <li>Mrs Sharon Redman – Co-opted Member – 03.10.2024 – The Chair reported that she had recently become the Chair of Newquay Youth F.C. and might need to reduce her commitments at a later date and needed to make the Committee aware.</li> </ul>									
3.2	<b>Vacancies</b>									
	<p>The Clerk reported that there were no vacancies as the Committee had agreed to reduce the number of co-opted members.</p>									
3.3	<b>Election of Chair and Vice Chair</b> – <i>The Clerk clerked this item of the agenda</i>									
	<p>The Clerk chaired the meeting for this agenda item, Mrs Redman was proposed, seconded, and unanimously <b>APPROVED</b> to re-elected as Chair. Miss Truscott was proposed, seconded, and unanimously <b>APPROVED</b> to be re-elected as Vice Chair. The Clerk agreed to inform TPAT of the re-appointments.</p>	Clerk								
3.4	<b>Review Member Responsibilities</b>									
	<p>The Committee discussed the four responsibilities required in the new Scheme of Delegated Authority and appointed the following roles:</p> <table border="0" data-bbox="306 1137 1369 1285"> <tr> <td>Safeguarding</td> <td>Sam</td> </tr> <tr> <td>SEND</td> <td>Sue</td> </tr> <tr> <td>Standards (includes Attendance)</td> <td>Liz &amp; Sue</td> </tr> <tr> <td>Stakeholder Engagement</td> <td>Karen &amp; Anne</td> </tr> </table>	Safeguarding	Sam	SEND	Sue	Standards (includes Attendance)	Liz & Sue	Stakeholder Engagement	Karen & Anne	
Safeguarding	Sam									
SEND	Sue									
Standards (includes Attendance)	Liz & Sue									
Stakeholder Engagement	Karen & Anne									
3.5	<b>Scheme of Delegated Authority</b>									
	<p>The revised TPAT document was circulated prior to the meeting, it had been updated by the Trust last term and Members had already received it then. Following the appointment of roles in the previous agenda item the Clerk will update the document and upload to the TPAT connectedED Groups folder.</p>	Clerk								
3.6	<b>Code of Conduct</b>									
	<p>Member signed that they agreed to abide by the TPAT Code of Conduct.</p>									
3.7	<b>Review of 2023/2024 Member Attendance</b>									
	<p>Members reviewed the previous year's attendance at LGB meetings. It was agreed that attendance was good and not an issue.</p>									
3.8	<b>Skills Audit</b>									
	<p>Members had already completed the TPAT Skills Audit at the last meeting, as only the title had really changed in the document, the Clerk had</p>									

	<p>already collated the results, so it was agreed to use these once the last remaining form was submitted to her. Agenda item for the next meeting.</p>	Clerk – next agenda
<b>3.9</b>	<p><b>Self-Reflection</b></p> <p>The TPAT Self Reflection document was circulated prior to the last meeting of the last academic year. The Clerk recommended that as Members had already completed the form last term that the collated document circulated for this meeting would not necessitate the document being completed once again. The Committee reviewed the collated document and highlighted areas to address this academic year:</p> <ul style="list-style-type: none"> <li>• Understanding school data/school planning.</li> <li>• Understanding the attendance/behavioural issues we have and our plans.</li> <li>• Continue to build on the success of last year's Ofsted visit.</li> <li>• Undertake more specific training e.g. as SEND Member.</li> <li>• Help school achieve fundings for projects.</li> </ul>	
<b>3.10</b>	<p><b>TPAT Local Monitoring Committee Role</b></p> <p>The document was circulated prior to the meeting and will remind members of their new members role as they were no longer governors.</p>	
<b>3.11</b>	<p><b>Academy Trust Handbook 2024</b></p> <p>The Clerk handbook was circulated prior to the meeting to members for reference. It was agreed to remove this item from next year's Admin agenda.</p>	Clerk
<b>3.12</b>	<p><b>Local Monitoring Committee Terms of Reference</b></p> <p>The Local Governing Board reviewed the document, and no further amendments were required other than the change in the number of co-opted members.</p>	
<b>3.13</b>	<p><b>Keeping Children Safe in Education 2024</b></p> <p>The Clerk confirmed that members are required to read Part 2 of the document and sign to say that they have read and understood the section. A signature list was available for completion during the meeting, once completed it can be kept in the Safeguarding file.</p>	Clerk Headteacher
<b>3.14</b>	<p><b>Local Monitoring Committee Annual Planner</b></p> <p>The document was circulated prior to the meeting, the Board reviewed the Tasks for the Autumn Term, the Clerk RAG rated this section of the document, it will be reviewed at each meeting and is a standard agenda item.</p>	
<b>3.15</b>	<p><b>Local Monitoring Committee Development Planner 2024 2025</b></p> <p>The document was circulated prior to the meeting, the Committee agreed to review the planner at the next meeting.</p>	Clerk – next agenda



4.2.7	<p><b>Item 9.4.3 – Self Reflection</b></p> <p>Agenda item for this meeting, collated report prepared by the Clerk.</p>	
5.0	<p><b>Headteacher's Update on start of term</b></p> <p>The Headteacher reported that it had been a settled start to the term with the Nest being set up and running. Across the school the classrooms have been much more settled, one Y3 child has had three suspensions but all other children are settled. In terms of the School Development Plan, Writing is the big focus this year, because the school wants to be better than the National average. Two inset days were held at the start of the term. Everything planned to be put in place has been, the Headteacher shared a pupil's exercise book with the Committee. Miss Rollason explained the key skills in writing, capital letters and full stops. Daily dictations are undertaken daily, the Committee were pleased with the examples shared with them, evidence that progress is being made. All pupils now have a Writing Target in place, this is attached to the exercise book. In Science and History there is now dual coding in place too.</p> <p>All staff are fine, the reception cohort have needs, not behaviour issues, there are 19 in the class at present. 7 of which have an EHCP, and 5 with Speech and Language Plans. There is a clear differentiation between the children who had previously attended the school nursery, they have had a seamless transition. Sadly, there is no Mother and Toddler Group in the village at the moment. The Committee felt that it was sad that some pupils were joining the school with no social skills.</p> <p>The Headteacher was thanked for her informative update.</p>	
6.0	<p><b>Policy Reviews</b></p>	
6.1	<p><b>School Policy Reviews</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
7.0	<p><b>Local Community Interaction</b></p>	
7.1	<p><b>Local Links</b></p> <p>Mrs Chapman reported that the 'Leavers Do' went very well at the end of last term. Parents even helped with clearing away afterwards, which was a great help.</p> <p>Sadly, Mrs Chapman reported that there was no Halloween event this year, it had been delayed in being arranged and someone else in the village had already set up an alternative event. Unfortunately, FOSDA were still struggling with FOSDA member recruitment.</p> <p>The Headteacher reported that there had been funding received from Imerys of £500 and Morrisons have given items for awards for the new attendance reward scheme at the school.</p>	

	Year 5 are visiting the church next week for RE and pupils will be involved in the Christmas Tree event and Remembrance festivities. There is also a new vicar who will start in November so very positive news.	
<b>8.0</b>	<b>Strengthening Governance</b>	
<b>8.1</b>	<b>Link Member Visit Reports</b> <ul style="list-style-type: none"> <li>• Sue Hiskens – Data – 10.07.2024</li> <li>• Sue Hiskens – SEND – 10.07.2024</li> </ul> <p>Both informative reports were circulated prior to the meeting.</p>	
<b>8.2</b>	<b>Member Training</b> <p>The Clerk reminded Members that training was now on the connectedED website - <a href="http://Homepage - TPAT ConnectED (ourhub.io)">Homepage - TPAT ConnectED (ourhub.io)</a> A Member raised her concern that there was no SEND training in the latest leaflet, the Clerk was asked to raise this with TPAT.</p>	Clerk
<b>8.3</b>	<b>Clerk's Update</b> <p>Nothing further to report.</p>	
<b>8.4</b>	<b>Chair's Report</b> <p>Nothing further to report.</p>	
<b>8.5</b>	<b>Impact of meeting</b> <p>The Board felt that once again it had been a very informative meeting:</p> <ul style="list-style-type: none"> <li>• The Committee looks forward to another academic year.</li> </ul>	
<b>9.0</b>	<b>Dates of next meetings</b> <p><b>Local Governing Board Meetings</b></p> <ul style="list-style-type: none"> <li>• Monday 18th November, 2024</li> <li>• Monday 20th January, 2025 – Virtual Meeting T.B.C.</li> <li>• Monday 17th March, 2025</li> <li>• Monday 28th April, 2025</li> <li>• Monday 16th June, 2025</li> </ul> <p>The Chair thanked everyone for their attendance and the meeting closed at 5.32 pm.</p>	

These Minutes were passed as a true and accurate at the Local Monitoring Committee Meeting on Monday 20<sup>th</sup> November, 2024.

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

Dated: **Monday 20<sup>th</sup> November, 2024**