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## Public Minutes of the Local Governing Board of Tollgate Primary School

<b>Date:</b>	Wednesday 13 <sup>th</sup> October 2021	
<b>Time:</b>	17.30pm	
<b>Venue:</b>	Tollgate Primary School – Conference Room	
<b>Present:</b>	Carly Clarke	Trust Appointed Governor (Chair)
	Samantha Sullivan	Parent Governor
	Sue Hammond	Staff Governor
	Emma O'Connor	Head teacher
<b>In attendance:</b>	Margaret Patient	Clerk

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### 1. WELCOME / INTRODUCTIONS / APOLOGIES FOR ABSENCE / QUORUM

The Chair welcomed everyone to the meeting.  
Apologies for absence were received from Terry Minns and Akbar Uddin.  
The Governors noted that the meeting was quorate. All the Governors confirmed they had received the papers for the meeting.

### 2. DECLARATION OF INTERESTS

There were no declarations of interest on any item on the agenda. All governors should complete the Pecuniary Interest Form uploaded to the Governor Hub by the next meeting date schedule in December. All governors should check their contact details and make any changes as soon as possible.

**Action – All Governors to update their Pecuniary Interest declaration by the 8<sup>th</sup> December 2021.**

### 3. CONSTITUTION AND MEMBERSHIP LIST

#### 3.1 Election of Chair and Vice Chair

Chair Election – The governors unanimously re-elected Carly Clarke as Chair of Governors for a period of 4 years.

Vice Chair Election – The governors unanimously re-elected Samantha Sullivan as Vice Chair for a period of 4 years.

3.2 The Governors noted the membership list and discussed the option of increasing the membership to 9 governors as soon as possible. Steven Lock – Boleyn Trust will be asked to commence a recruitment process for new governors as soon as possible and to explore the Boleyn Trust network for any future recruitment.

**Action – Steven Lock**

The Chair will follow up and contact the One Stop Shop to ascertain whether there are local businesses or individuals expressing an interest in School Governance.

**Action – Chair**

### 4. PUBLIC MINUTES OF THE PREVIOUS MEETING AND ACTIONS ARISING

4.1 The minutes of the meeting held on Thursday 8<sup>th</sup> July 2021 were agreed as an accurate record and were signed off by the Chair. The Head teacher retained the signed copy of the minutes for the records.

4.2 There were no actions to follow from these minutes.

There were no matters arising.

## 5. MAIN BUSINESS AND STANDING ITEM

5.1 Declarations of Interest – All governors to complete and returned the form to the school as soon as possible.

**Action – Clerk to upload the form to the Governor HUB for governors to access**

5.2 Code of Conduct - All governors to read and sign the Code of Conduct as soon as possible

**Action – Clerk to upload the Code of Conduct to the Governor Hub**

5.3 Complaints Panel / Exclusion Panel – The governors agreed that all current governors would form the complaints panel and Exclusion panel when required.

5.4 Safeguard Training – The school will provide access for all governors to the Level 1 Safeguard Training module.

**Action – Headteacher to ensure governor access for the training module**

5.5 Keeping Children Safe in Education – All governors can access the update Keeping Children Safe in Education 2021 on the Governor Hub. All governors should ensure they have read and understood Part 1 and Part 2 of this document as well as understanding the changes highlighted by the Headteacher about sexual harassment.

**Action – All governors to read the uploaded documents**

5.6 Safer Recruitment Training - The Headteacher has completed the Safer Recruitment in Education training for this academic year. A training link will be sent out to the Chair and Vice Chair to enable them to complete the online training this term.

**Action – Clerk to email training link to the Chair and Vice Chair**

5.7 Link Governors – The governors agreed to remain with the same link governor commitment for this academic year.

All governors were asked to visit the school and meet with their linked staff member for their area of responsibility. A school visit pro-forma will be uploaded to the Governor Hub to enable link governors to record their visit to the school.

**Action – All governors to arrange their school visit and use the form to record any information to share with the GB**

**Action – Clerk to upload visit pro-forma to the Governor Hub.**

5.8 Headteachers Report

5.9 School Development Plan – updated draft

The Headteacher informed the governors that the School Development Plan includes four key priorities that require continuing development and maintaining to ensure financial support is allocated where it is most needed. The key priorities are set in response to the pandemic and the change for core groups of children that will then plug gaps in individual pupil learning.

The school has already invested £25,000 in updating the library to maintain the love of reading for all pupils. The teaching of phonics is a school strength and is always under scrutiny to ensure rigorous progression. With this in minds the school is considering a change to the current phonics system.

The Community Hub and Early Help Team are responding to family needs by providing drop in sessions, mental health & pastoral support.

The school continues to maintain an exceptional curriculum provision across all year groups that is responding directly to the Ofsted framework.

The governors will receive another update on the SDP in the next GB meeting in December.

The governors tabled the following questions:

What is the structure of learning?

- Breaking down all learning
- Model good practice
- Intensive support
- Intervention

The Headteacher emphasised that the nursery pupils are coming in at very low levels.

Do the nursery and reception pupils have any educational visits?

Local area parks, churches and walks are the main visits whilst schools are returning to normality since the pandemic.

All pupils have the opportunity to educational visits:

- Year 2, 4 and 6 – Fairplay House Activities
- Religious buildings
- Local Greenway walks
- LEGOLAND - visit linked to Geography
- KS1 – Pantomime

Has the PPF been reduced?

We have lost numbers due to a change in how families qualify for FSM

Since the Community Hub has moved into the main school, how do parents access this space now?

Staff escort parents through the main corridor of the school and it is working well.

Has the support changed for parents?

The staff focus on the needs of the parents and this changes all the time based on the Community.

The hub staff have organised a SEND Coffee Morning and run a workshop for parents about the Marvellous Me learning programme.

#### 5.10 Pupil Premium Strategy

The Pupil Premium Strategy was circulated to the governors via the Governor Hub. The report outlines the school strategy and intent to spend the funding for this academic year for 23% of the pupils at the school.

The funding received - £191,663 is never enough for all that is required to support the pupils so this means that the main budget is also used to support where necessary.

The governors noted the information provided as follows:

- Challenges – key to achievement for all disadvantaged pupils
- Intended outcomes – SATS next year brings its own challenges with Year 2 pupils
- Activities for this academic year – Wave 1 2, & 3 interventions delivered by a qualified teacher and trained teaching assistant. Speech & Language therapist for Resourced Provision pupils mostly.
- Targeted academic support – 1.1 support within third space learning for SATs preparation. Dyslexia teacher providing key skills support. Year 6 will split into three classes in January to enable more focussed teaching.
- Wider Strategies – Include Gamelam Project linked to the curriculum and other year groups all have educational visits including a residential for Year 6

**GQ – Has attendance overall improved?**

If any pupil attendance falls below 90% they will receive a home visit. Obviously the pandemic has changed how we can interact with our most needy families but in the New Year there will be more normality to our school routines.

Attendance is currently 93/94% so not quite back to the national expectation of 96.7%. There has been an outbreak of chicken pox along with the usual common colds and tummy bugs. Everyone has to rebuild their own immunity again since the pandemic.

5.11 Sport Premium Strategy

The Headteacher had circulated the Sports Premium Strategy report via the Governor Hub. The report provided information on the funding received - £19,469 and how the school planned to use it over the next academic year:

Costing for each activity commitment

Details of each action to be taken

Responsibility leads

Resources required

Monitoring arrangements to ensure accountability

Impact of sports funding for 2020-2021

The governors noted the information provided and tabled the following questions:

**GQ – How much does the school subsidise this with Curriculum budget funding?**

The school re-assesses its needs, such as equipment for playground activities and maps resources required where necessary.

This year the school has invested in an Orienteering course which uses the local park area in Canning Town.

Swimming for Year 4 should be back later this year, we are awaiting information about the sessions to be provided at the local swimming pool.

**GQ – What CPD for staff has been provided?**

For Autumn 2 subject specific CPD has been rolled out to enable the two sports coaches to teach 50% of the sports curriculum.

5.12 Chair's Update

The Chair attended a meeting with the Local Authority concerning Schools Place Planning.

5.13 Academies Financial Handbook

The updated Academies Financial Handbook has been uploaded to the Governor Hub for the governors' attention.

**Action – all governors to read updated Academies Financial Handbook**

5.14 Governor Visits and Training Update

The following governors have completed training:

Data protection – Samantha Sullivan

Safeguarding and Prevent – Susan Hammond

Safer Recruitment in Education – Emma O'Connor

Designated Safeguarding Lead – Emma O'Connor

School visits are planned for later this term by all link governors.

5.15 Policies Update / Monitoring Schedule

The Headteacher informed the governors that there were no new policies to approve but there were a number of updated policies to read and formally adopt before the next scheduled meeting on Wednesday 8<sup>th</sup> December 2021.

The governors were asked to read the following policies uploaded to the Governor Hub:  
Safeguarding  
SEND  
Early Years Foundation stage  
Behaviour  
Reading

Any questions the governors wish to raise about the policies should be emailed to the Headteacher. The Headteacher confirmed that the approved policies will be uploaded to the school website once formally agreed by the governors to enable parents to access this information.

Curriculum Policies will be revised by the school leaders on a 2 year cycle and governors will be informed as to when they will be available to read and approve them ahead of the next meeting.

5.16 Boleyn Trust updates  
The Chair informed the governors that she had attended a Trust Finance meeting that included an Audit and cookies update.

5.17 Agenda Items for the next meeting  
The governors' agreed the following agenda items for the next meeting:

Governor Visits  
Pre Governing Board Learning Walk of the school  
School Development Plan – Autumn 2 update (SDP)  
Inspection update  
Finance Update  
School Policies – review and update

6. **ANY OTHER URGENT BUSINESS**  
There were no items of urgent business to consider for this meeting.

7. **DATE, TIME AND VENUE OF NEXT MEETING**  
Governors agreed the following meeting date:

**Autumn Term**  
Wednesday 8<sup>th</sup> December 2021 at 17.30pm

There being no further business the meeting closed at 18.40pm.

Signed: ..... Date: .....

Chair of Governors