
Public Minutes of the Local Governing Board of Tollgate Primary School

Date:	Tuesday 12 th July 2022	
Time:	17.00pm	
Venue:	Tollgate Primary School – Virtual meeting via Zoom	
Present:	Carly Clarke	Trust Appointed Governor (Chair)
	Terry Minns	Parent Governor
	Samantha Sullivan	Parent Governor
	Akbar Uddin	Trust Governor
	Rachel Speed	Trust Governor
	Asha Choolhun	Trust Governor
	Emma O'Connor	Head teacher
In attendance:	Margaret Patient	Clerk

1. WELCOME / INTRODUCTIONS / APOLOGIES FOR ABSENCE / QUORUM

The Chair welcomed everyone to the meeting.
All governors were in attendance.
The Governors noted that the meeting was quorate.

2. DECLARATION OF INTERESTS

There were no declarations of interest on any item on the agenda and all governors have completed updated Pecuniary Interest Forms.

3. CONSTITUTION AND MEMBERSHIP LIST

3.1 Review of governor membership – The governors agreed to the removal of Andrew Bates from the GB due to his non-attendance.

The term of office for Sue Hammond ends in June 2022 and the Headteacher agreed to action a staff election process in the summer/early autumn term to ensure the staff governor vacancy is filled quickly.

The Chair and Headteacher will meet to plan the governor recruitment needs and follow up with any local businesses or individuals expressing an interest in School Governance.

Action – Headteacher and Chair

4. PUBLIC MINUTES OF THE PREVIOUS MEETING AND ACTIONS ARISING

4.1 The minutes of the meeting held on Thursday 19th May 2022 were agreed by the GB as an accurate Record of the meeting and a signed copy of the minutes will be retained 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 – This item was noted as all governors have completed the new forms.

5.2 Code of Conduct - All governors had read and sign the Code of Conduct, no action required.

- 5.3 Safeguard Training – The school will provide access for all governors to the Level 1 Safeguard Training module via the GovernorHub.
Action – Headteacher to ensure governor access for the training module to be completed for the new academic term.
- 5.4 Keeping Children Safe in Education – All governors have accessed and read the update Keeping Children Safe in Education 2021 on the Governor Hub.
- 5.5 Safer Recruitment Training - The Headteacher and Vice-Chair have completed the Safer Recruitment in Education training for this academic year.
- 5.6 Link Governors – All governors completed visits to the school this term and submitted verbal reports as follows:

Akbar – Met with the School Business Manager and Office Manager and talk through the financial processes the school follows in line with the Academies Financial Handbook. The meeting was both interesting and informative and provided evidence the school is compliant in its procedures.

Samantha – Met with the Early Years Teacher and visited the nursery and reception classes. During the visit it was observed that children were busy working at their tables and were all completing the same tasks. The nursery garden was busy with children playing and enjoying the different activities set up for them.

Having met with the Inclusion Manager, discussions about pupil assessments were shared. Overall this was a good visit and provided information and evidence of EY practice in the school.

Carly – Met with the Designated Safeguarding Lead (DSL) – Deputy Headteacher, and discussed the overall case load and continuing work at the school to ensure pupil safeguarding.

The Single Central Record was checked and signed off as a relevant working document.

A visit to the phonics library was interesting as was the playground supervision implementation.

Terry – Due to family commitments a visit will be completed her in the Autumn term.

5.7 Headteacher Report

The Headteacher, having circulated her report prior to the meeting, highlighted the following areas for the governors' attention:

Governor visits – verbal reports provided (Agenda item 5.6)

Data and SATS – The Headteacher shared with the GB an Assessment Summary for KS1 – Year 2 and KS2 – Year 6 /Greater Depth.

The Headteacher informed the GB was results were very pleasing, the school had held its own and there was good levels of development (GLD) with 25% of pupils achieving above the national expectations at KS1.

The Year 6 teachers have work hard and the results are incredible with the school feeling very proud its Year 6 pupils.

The Chair extended huge congratulations to everyone concerned and wished the GB's appreciation of all the hard work to be formally minuted.

Pupil Numbers – The new reception classes for September are full and there is also a waiting list. The nursery, which provides non statutory education, will commence its admissions processes in September 2022.

Year 6 pupils and transition – All year 6 pupils has visited their new school and the Headteacher of Cumberland visited Tollgate to meet and speak to pupils transitioning.

The Year 6's have enjoyed working and performing a production of 'Oliver' (performance dates will be shared) and were able to have fun at their end of term disco.

Overall it has been a good year for Tollgate, albeit still waiting for the Ofsted inspection, and now being the only school in the trust to be inspected. A review report, following a recent visit from Sir Robin Boshier, was circulated for the attention of the GB. This has provided the school with accountability and next steps to move forward.

Staffing – The Headteacher shared the new staffing in place for September 2022 with the GB. Staff movement was minimal with one staff member securing an Assistant Headteacher promotion. There is one member of staff commencing maternity leave and one pending later in the autumn term. Three teachers are joining the school, all come with experience and outstanding practice, along with a new Teacher Trainee.

Finance update – The Headteacher informed the GB that the budget surplus – underspend, will carry forward into the next academic year. There was no overspend in any of the budget headings to report.

5.8 Chair's Update

The GB noted there was no Chair's update for this meeting.

5.9 Academies Financial Handbook

The GB notes this item and it was confirmed that there were no updates for this meeting.

5.10 Governor Visits and Training Update

The GB noted this item and will plan any training requirements for the new academic year.

5.11 Policies Update / Monitoring Schedule

The Headteacher confirmed that there were no new policies to consider at this time.

5.12 Boleyn Trust updates

The Chair confirmed that there were no Boleyn Trust updates to share at this meeting.

5.13 Agenda Items for the next meeting

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

School Development Plan (SDP)
Pupil Premium Strategy – SEND funding update
Sports Grant Strategy
Link Governor Roles and Responsibilities

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 19th October 2022 at 17.00pm – This meeting will be held at the school

There being no further business the meeting closed at 17.45pm.

Signed: Date:

Chair of Governors