
Public Minutes of the Local Governing Board of Tollgate Primary School

Date: Thursday 19th May 2022

Time: 17.00pm

Venue: Tollgate Primary School – Virtual meeting via Zoom

Present:

Carly Clarke	Trust Appointed Governor (Chair)
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.

Apologies for absence were received from Terry Minns and Sue Hammond and the GB noted the reasons submitted for their non-attendance.

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 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 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 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 Wednesday 8th December 2021 were agreed as an accurate record and a signed copy of the minutes will be retained for the records.

Action – Chair to sign the minutes before the next meeting to be held in July 2022.

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 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 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 to be completed by the next meeting to be held in July 2022.
- 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 has completed the Safer Recruitment in Education training for this academic year. A training link has been sent to the Chair to enable completion of this training as soon as possible.
Action – The training link to be sent to the Chair
- 5.6 Link Governors – The Chair will complete a visit to the school in the summer term to ensure that the Governors’ commitment to their roles and responsibilities are fulfilled.
Action – All governors to arrange their school visit and use the form to record any information to share with the GB
- 5.7 Headteacher Report
The Headteacher, having circulated her report prior to the meeting, highlighted the following areas for the governors’ attention:

Data and SATS – The Headteacher informed the GB that the KS2 SATS had been completed by the Year 6 pupils and reported that everything had gone as planned with the test papers being externally marked. The results are due in the first week of July so the data report with SATs results will be circulated for the next GB meeting to be held on the 12th July. A whole school data analysis will be shared with the GB at this meeting.

The KS1 Assessments, that are kept very low key, will be led by the Deputy Head teachers and Phonics testing will take place after the half term break.

The governors received further information in response to their questions concerning the SATs and the processes the school follows to ensure compliance.

Pupil Numbers – The new reception classes for September are full but there is still a few mid-term admissions that will be followed up by the Admissions officer.

Staffing – The Headteacher informed the GB that following some teacher resignations an advert for teachers had been placed with interviews to be held prior to the half term break. The Headteacher is expecting to recruit three new teachers for the next academic year.

A full staffing structure will be circulated to governors at the next GB meeting and parents will be informed of their child’s teacher for September at the parent meetings to be held on the 5th & 7th July.

Budget update – The Headteacher informed the GB that monthly finance meetings take place to ensure the budget is monitored closely. The school has made savings so there will be a surplus to carry forward into the next budget year. The staffing budget commitment has also been further reduced for the next academic year.

The governors noted the safeguarding information provided and the SEND update that includes parent engagement using established links with the Family Support Officers based at the school. The governors acknowledged the difficult position the school often finds itself due to a high number of SEND pupils joining the school roll and the reduced funding provided by the local authority.

The school has a number of interventions to support pupils and these are working well with the school is seeing improvements in the work pupils produce.

GQ – Can you provide us with further information about the intake for September and the ECHPs the local authority should provide?

The Headteacher responded by explaining that the new intake for September cannot be assessed for any SEND until they actual start in the school and assessments can be carried out. The Headteacher is hoping that the local authority will improve the ECHP provision to all school.

What is the funding timeline for SEND pupils?

This varies but often the school will wait months for any allocated funding. The school has to complete pupil assessments and then a diagnosis has to be provided before the ECHP can be written. This is a national picture unfortunately but the school has a very pro-active Inclusion Manager who oversees the SEND process for all 85 pupils who require SEND support. The school is also fortunate to have an additional SENCO who supports these processes.

As the summer term unfolds the school has a number of educational visits planned for each year group to enable pupils to have out of classroom learning experiences and to visit local places of interest that enhance the curriculum offer delivered by the school.

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 notes 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, all updated policies are held on the school website.

5.12 Boleyn Trust updates

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

5.17 Agenda Items for the next meeting

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

Governor Visits
Data – SATS update
Finance Update
Staffing update for September 2022

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:

Summer Term
Tuesday 12th July 2022 at 17.30pm – This meeting will be held at the school

There being no further business the meeting closed at 17.40pm.

Signed: Date:

Chair of Governors