
Public Minutes of the Local Governing Board of Tollgate Primary School

Date:	Wednesday 19 th October 2022	
Time:	17.30pm	
Venue:	Tollgate Primary School – Virtual meeting option available	
Present:	Carly Clarke	Trust Appointed Governor (Chair)
	Samantha Sullivan	Parent Governor
	Terry Minns	Parent Governor
	Rachel Speed	Trustee Governor
	Asha Choolhun	Trust Appointed Governor
	Julie-Ann Jennings	Parent Governor
	James Byrne	Staff 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 Akbar Uddin and the GB noted the reason submitted for his 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 will access the GovernorHub and complete the electronic Pecuniary Interest Form.

Action – All governors to complete Pecuniary Interest Form by the next GB meeting

3. CONSTITUTION AND MEMBERSHIP LIST

3.1 The newly elected governors were introduced and they gave a brief background profile of themselves.

JA Jennings – A Family Support worker with 11 years of experience and is currently the Mental Health Lead for Tollgate Primary School.

J Byrne – Deputy Headteacher and Head of Curriculum and has been at Tollgate for 10 years

R Speed – 20 years' experience of working in Newham schools

4. PUBLIC MINUTES OF THE PREVIOUS MEETING AND ACTIONS ARISING

4.1 The minutes of the meeting held on Tuesday 12th July 2022 were agreed as an accurate record and a signed copy of the minutes was retained by the school.

4.2 All actions had been completed.
There were no matters arising.

5. MAIN BUSINESS AND STANDING ITEM

5.1 Declarations of Interest – All governors to complete the form uploaded to the Governor Hub.
Action – to be completed by 14/12/2022

- 5.2 Code of Conduct - All governors to read and sign the Code of Conduct as soon as possible
Action – All governors to sign by the next meeting
- 5.3 Safeguard Training – This training has now been completed by the GB members
- 5.4 Keeping Children Safe in Education – All governors have accessed and read the update Keeping Children Safe in Education 2022 on the Governor Hub. The Headteacher highlighted the change from Peer on Peer to Child on Child statement.
- 5.5 Safer Recruitment Training - The following governors has completed the Safer Recruitment in Education training:
Emma O'Connor, James Byrne, Rachel Speed and Samantha Sullivan
- 5.6 Link Governors – The following link governor nominations were agreed:
Carly – Safeguarding
Samantha – SEND and Early Years
Akbar – Finance
Rachel – Pupil Premium and Standards / Visit to the school planned after half term
Julie-Ann – Reading
Jimmy - Curriculum
- 5.7 Headteacher Report
The Headteacher, having circulated her report prior to the meeting, highlighted the following areas for the governors' attention:
- Pupil Numbers– The Headteacher informed the GB that all year groups are showing vacancies but there are lot of mid-phase admissions being processed by the school office.
The Local Authority is encouraging schools to drop a form entry to off -set the falling pupil numbers that are evident across the borough.
Nursery numbers are very low and this is the same for all nurseries in the borough. The children who do come in are all very low in ability, understanding English/ speech/language and social skills.
- Resourced Provision unit currently has 38 pupils all at differing levels of complexity and development. The school receives a large number of calls from parents seeking a place for their child at Tollgate, often being sign posted to the school by other local schools.
The school has an advert out currently, hoping to employ an additional teacher with SEND experience to boost the provision the unit provides.
- GQ – What area will the teacher be leading in the Provision?**
Ideally Early Years Foundation Stage and Pedagogy. Often the new reception pupils come with needs that have not been diagnosed yet.
- 5.71. School Development Plan
The governors, having accessed the School Development Plan and the Key Priorities for 2022 – 2023 on the GovernorHub, noted the information provided with the governors asking questions for clarification:
- GQ – Out of all your subjects being taught, which one are you working on currently?**
As the school did not teach Mandarin throughout the covid pandemic this is a big focus for the school in terms of new resources being available and books being used. The school is also focussed on Computing - rewriting the curriculum and Religious Education.
Reading is always a focus of course with the Marvellous Me free App being a great tool for the school and works well with Google Classroom

GQ – Can you update us on the Covid and safeguarding support for pupils?

If there is a return to a Covid pandemic the school will revert immediately to Remote Learning as this is the expectation from the Local Authority.

- 5.72 School Evaluation Form – This was shared with the GB and the Headteacher explained that this provides Ofsted with the information they need about the school prior to any inspection. The report includes the following along with a grade for each area:
A context of the school
Quality of Education
Leadership and Management
Behaviour and Attitudes
Personal Development
Early Years Provision
Overall Effectiveness
- 5.73 Pupil Premium Strategy – The GB received the statement for their attention and noted the drop in funding from last year. The Headteacher confirmed this was due to a criteria change when applying for funding.
- GQ – What support are we providing for families now?**
The school has run coffee group sessions to help link in with parents who need help and organised Flu vaccine sessions. The Harvest Festival contributions are being sent directly to the Community Hub for distribution.
Other agencies networks are being sourced to support parents with difficult conversations concerning housing, homelessness, finance and debt recovery.
- 5.74 Sports Premium – The GB noted the information provided about the funding allocation for Sports in the school.
- 5.75 Section 11 – SEND Update
The Headteacher confirmed that the statutory Section 11 form had been completed and returned to the LA in time to meet the deadline date. The school has also completed a Safeguarding Review and had met all compliance levels.
- 5.8 Chair's Update
The GB noted there was no Chair's update for this meeting.
- 5.9 Academies Financial Handbook
The GB noted this item and it was confirmed that there were no updates for this meeting although a new version of the Academies Financial Handbook may be circulated during the next term.
- 5.10 Governor Visits and Training Update
All the governors completed school visits during the summer term and provided feedback reports. All governors have completed the Safeguarding Level 1 online training. The GB will consider their training needs for the 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.
- 5.13 Agenda Items for the next meeting
The governors' agreed the following agenda items for the next meeting:

School visits – Governors to liaise with the Headteacher to arrange dates for Link Governor visits and provide feedback reports.

Finance Update – School Business Manager to deliver

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 14th December 2022 at 17.30pm – This meeting will be held at the school with a virtual facility if required.

The GB noted that Samantha Sullivan will act as Chair for this meeting

There being no further business the meeting closed at 18.20pm.

Signed: Date:

Chair of Governors