
Public Minutes of the Federated Local Governing Board of Cleves and Tollgate Primary Schools

Date:	Wednesday 3 rd April 2019	
Time:	18.30pm	
Venue:	Tollgate Primary School, Barclay Road, London E13 8SA	
Present:	Robert Herbert	Co-opted Representative
	Annette Massey-Reed	Co-opted Representative
	Asha Choolhun	Parent Representative
	Emma O'Connor	Head Teacher of Tollgate
	Sarah Lack	Head Teacher of Cleves
In attendance:	Steven Lock	Chief Operating Officer
	Janice Faldo	Clerk

255. Welcome / Introductions / Apologies for absence / Quorum

Governors and attendees were welcomed to the meeting. Apologies were received and condoned from Sue Hammond and Aleen Alarice. The absence of Azra Naheed and Blen Assefa were noted but not condoned. Governors noted that the meeting was quorate.

256. Declaration of interests, pecuniary or otherwise in respect of items on the agenda

There were no declarations of interest on any item on the agenda.

257. Governor IDSR (Inspection Data Summary Report) Training

Emma O'Connor advised that IDSR is a data report that replaces the old inspection dashboard and is a tool showing historical data for inspectors to use when preparing for inspections. During the inspection, inspectors will give most weight to the outcomes, attendance and behaviour of pupils currently in the school. Inspectors will look at 3 year trends and may look at grey areas within the data. Both Head Teachers are able to explain any weaknesses in the data, i.e. SEN, disadvantaged or HNF pupils. There are currently no negative lines of enquiry in either school. All the information that is available to inspectors is in the SDP for governors to be aware of.

Q. Will inspectors need to see evidence of Pupil Premium impact?

A. Case studies have been written for individual pupils which is not just data driven but also outlines pastoral support and intervention that has been implemented.

Q. Will mid-phase admission pupils have an impact on the reading data?

A. Yes, however this is not an issue currently.

Q. Will inspectors look at Phonics?

A. They would check the impact of the evidence that is presented to them to ensure what the school is saying matches the data. However, both schools are above national in Phonics.

258. Public minutes of the previous federated local governing board meeting

The minutes of the meeting held on 13th December 2018 were **AGREED** as an accurate record and signed by the Chair.

259. Matters Arising and Action List

It was noted that governors will need to agree what skills are required for the LGB.

260. Constitution

Governors noted that now both schools are outstanding, Trustees have decided that the Federated Local Governing Board of Tollgate and Cleves Primary Schools will be split into individual LGBs.

261. Trust Board and Committee matters

Governors noted the briefing for Trustees and LGBs which outlines the Boleyn Trust Teaching School Alliance. Governors noted that Tollgate is designated as a National Teaching School and leads the Alliance consisting of 39 primary schools, 1 all-through school and 3 secondary schools. The aim of the Alliance is to improve standards and subsequently improve opportunities for young people through school to school partnership and support. Governors also noted the Trust has a very successful SCITT (School-centred Initial Teacher Training) where approximately 30 primary teachers are trained each year.

Governors noted the Trustee update to LGBs from their Board meeting in December 2018 where Trustees discussed the following points:-

- The spending of public money.
- Trustees have the responsibility of approving additional responsibility payments upon recommendation from the Head Teacher or LGB.
- Procurement has to be transparent.
- The Trust's HR & Performance Management and Curriculum & Standards Committee be dissolved and matters reported directly at Board Meetings – the Chief Operating Officer will update the Scheme of Delegation.
- Accounts and the Annual Report was approved.
- A new Health & Safety Manual was approved and will be adopted by each school within the Trust.

Governors were advised that the Finance Audit and Risk Management Committee (FARM) had taken place on 28th November where the draft audited accounts were recommended to the Board. The Board met on 12th December and approved the accounts. Board also agreed that public money should not be spent on flights, hotels, flowers, meals, alcohol and extravagant conference fees, Trustees to have the responsibility for awarding staff with honorariums which will have a year time scale and Schools should not use one provider for services and/or purchases. A Health and Safety Manual that will be used in all schools was also approved by the Board. A FARM committee has recently taken place and will be reported at the next meeting

Legionella and asbestos tests have been carried out across all schools and a programme of monitoring has been implemented.

262. Main business

Head Teachers' Report

Governors considered the joint report from the Head Teachers and the following points were highlighted:-

a. Cleves School

- The overall SEF remains outstanding verified by the School Improvement Partner and the CEO.
- One member of the teaching staff is leaving this academic year. Jim McLucas returns to the school in September from supporting the Silver Birch Trust.
- Performance reviews have been completed and the recommended pay increases have been awarded.

- The budget was showing an in-year deficit, however, further to a meeting with the CFO there is now an in-year surplus of £2000 and the reserves are currently £379,000 due to additional SEN funding.
- The 30 hour nursery provision is full.
- Replacement of the boiler remains a priority.
- Pupil Premium funding is currently £188,760
- Pupil tracker will be reviewed at the end of the academic year.
- Attendance is currently 97%.
- The CEO visited the school and wrote a letter of thanks acknowledging the outstanding teaching and learning.
- A very well attended Parents' Evening has taken place and 80% of parents completed the survey.
- 280 parents attended the school concert.

Q. How many Pupil Premium pupils attend the breakfast club?

A. 24 Pupil Premium pupils attend. The school is now charging £1 for attendance.

Governors noted and acknowledged the SIP's comment that the Head Teacher knows every pupil by name. Not only does she greet them individually she knows all about them.

b. Tollgate School

- The school priorities are the reading curriculum and the family centre. The family centre staff have been amazing in delivery the remit of knife crime and mental health. The team are now trained and accredited in identifying mental health in nursery to Year 6 children.
- One member of teaching staff is leaving this year, one learning mentor, two kitchen staff and one cleaner.
- The breakfast clubs is full and 14 Pupil Premium pupils attend.
- The SIP is returning next term to follow up on her autumn visit to review writing and the wider curriculum. She will also meet with the Deputy Headteachers.
- There is not a large disparity between Pupil Premium and non-Pupil Premium pupils. Pupil Premium pupils are above national.
- Report on finance will be presented at the next meeting.

Q. Are both schools on track for SATS?

A. Yes. If the Tollgate pupils had taken the tests in January, 80% of KS2 would have passed expected and with a standardised score of 104. Easter school is being delivered in both schools.

Governors noted and acknowledged the SIP's comment that the Head Teacher is very effective.

There being no further questions governors thanked the Head Teachers for their concise and informative reports.

c. Update of email address

The COO advised that the Trust is looking into the use of "Governor Hub" which is GDPR compliant.

d. Public Consultation on the "Every Child" programme

Sarah Lack advised that the Mayor has decided to implement "Every Child Culture" from 2021. The schools will continue the music programme.

e. Universal school meal offer consultation

Free school meals for primary pupils will continue until further notice. However, governors should be aware that schools will have to review how they would charge families as school budgets will not cover providing free meals to all pupils.

f. On-line free governor training

The COO advised that the Trust is reviewing implementing in-house specific training to meet the needs of the Trust and individual schools.

263. Standing items

a. Governor Visits

Asha Choolhun reported that she has visited the nursery and reception at Tollgate last term. She looked at books and spoke to teachers. She was impressed with the rapid progress of the pupils from the start of the academic year especially in Early Years where it was evident from basic mark making to letter formation. Displays were exceptional ensuring the pupils have a positive and nurturing learning environment.

Annette Massey-Reed visited both schools last term, she looked at books and carried out learning walks. Pupils were engaged, marking was good and followed up. She was impressed with the resources being used within lessons.

b. Policies

There were no policies to approve or adopt.

c. Safeguarding/Single Central Record

Robert Herbert has checked the SCR (Single Central Record) and is satisfied that safeguarding continues to be robust in the schools.

264. Governor suggestions for future agenda discussions

- Safeguarding / Prevent Training
- SATS

265. Date, time and venue of next meeting

Governors noted the date of the next meeting as Wednesday 10th July 2019 6pm at Cleves Primary School.

There being no further business the meeting closed at 7.45pm.

Signed: Date:

Robert Herbert
Chair of Governors