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

Date: Wednesday 10th July 2019

Time: 18.00pm

Venue: Cleves Primary School, Aragon Road, London, E6 1QP

Present:

Robert Herbert	Co-opted Representative (Chair)
Annette Massey-Reed	Co-opted Representative
Asha Choolhun	Parent Representative
Blen Assefa	Parent Representative
Sue Hammond	Staff Representative
Sarah Lack	Head Teacher of Cleves
Emma O'Connor	Head Teacher of Tollgate

In attendance:

Steven Lock	Chief Operating Officer
Janice Faldo	Clerk

266. Welcome / Introductions / Apologies for absence / Quorum

Governors and attendees were welcomed to the meeting. No apologies were received and the absence of Azra Naheed and Aleen Alarice was noted but not condoned. Governors noted that the meeting was quorate.

ACTION

- The COO will ascertain the membership intentions of Mrs Naheed and Cllr. Alarice

267. 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.

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

The minutes of the meeting held on 3rd April 2019 were **AGREED** as an accurate record and signed by the Chair.

269. Matters Arising and Action List

There were no matters arising or actions to report on from the last meeting.

270. Constitution

Governors were advised that at the Board meeting on 9th May 2019, Trustees discussed the federation of Tollgate Primary School and Cleves Primary Schools' governing bodies. They noted that as Cleves was judged as Outstanding in the 2015 Ofsted inspection and the continued success of both schools, that they should consider forming separate Local Governing Bodies for each school, constituted in line with the terms of reference for LGBs set out in the Trust Scheme of Delegation. Further to discussion the Board **AGREED** the following:-

- The Local Governing Board of Cleves and Tollgate Primary Schools be discontinued on 1st September 2019.
- Separate Local Governing Boards for Cleves Primary School and Tollgate Primary School be constituted on 1st September 2019 with the following membership:-

Position	Cleves	Tollgate
CEO	Tom Canning	Tom Canning
Headteacher	Sarah Lack	Emma O'Connor
Staff	Nomination to be sought	Sue Hammond
Parent	Blen Assefa	Asha Choolhun
Parent	Nomination to be sought	Nomination to be sought
Trust	Annette Massey-Reed	Robert Herbert
Trust	Azra Naheed	Aleen Alarice

- Elected governors will retain their current terms of office.
- The terms of office for Trust appointed Governors should recommence from 1st September 2019.

This brings both LGBs in line with the Trust's Scheme of Delegations as:-

No.	Position	Method of Appointment
1	Chief Executive Officer	Ex-officio
1	Headteacher	Ex-officio
1	Staff Representative	Election
2	Parent Representative	Election
7	Trust Representative	Appointed by the Trust Board on the recommendation of the LGB

271. Trust Board and Committee matters

Governors noted the following updates:-

- The Trust has carried out Health and Safety audits in all schools.
- The CEO has visited all schools within the Trust and carried out learning walks with Head Teachers. He also checked the SCR (Single Central Record).
- Governors have been issued with access to the new DfE Governance Handbook and should note on the 3 core functions for a LGB:-
 - Ensuring clarity of vision, ethos and strategic direction
 - Holding executive leaders to account for the educational performance of the organisation and its pupils and the effective and efficient performance management of staff.
 - Overseeing the financial performance of the organisation and making sure its money is well spent.

Sarah Lack reported that a Trust Day had taken place on 28th June. Members and Trustees visited all the schools within the Trust. They meet with the Head Teacher, had a tour of the school, observed lessons and looked at books. She advised that all schools are financial stable and all schools are able to view up to the minute financial information through a portal set up by Academies Finance.

The CFO has decided to leave the Trust for personal reasons and Steven Lock has been appointed in his place and is being supported by Academies Finance.

272. Main business

Head Teachers' Report

Governors considered the report of the Head Teachers which included the KS1 and 2 SATS results. The following points were highlighted:-

a. Cleves School

- KS1 Reading, Writing and Maths combined – 91%
- KS2 Reading, Writing and Maths combined – 91%
- KS1 Phonics – 93.6%.
- Early Years Foundation Stage GLD – 89.8%.
- Attendance – 96.5%
- Single Central Record has been checked twice this term by the Head Teacher and HMI during pilot of the new framework. Safeguarding meetings have taken place termly with weekly family support and inclusion team meetings taking place.
- Priorities for 2019-2020:-
 - Early Reading
 - Curriculum depth and coverage
 - Assessment
 - Inclusion

b. Tollgate School

- KS1 Reading, Writing and Maths combined – 93%
- KS2 Reading, Writing and Maths combined – 93%
- KS1 Phonics – 93%.
- Early Years Foundation Stage GLD – 91%.
- Attendance – 97%
- Single Central Record has been checked by the Head Teacher and CEO.
- Priorities for 2019-2020:-
 - Curriculum development – ambitious, sequenced and inclusive
 - Reading strategies – EYFC to KS2 with an emphasis on the importance of vocabulary
 - Assessment
 - Family Centre – Gangs, Drugs and Knife Crime.

Governors congratulated the Head Teachers and their staff for the excellent set of results.

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

c. Governance Handbook

Governors acknowledged the Governance Handbook March 2019 and particularly noted the changes to the edition.

273. Standing items

a. Governor Visits and Training

No training has taken place since the last meeting. The COO advised that the Trust will be reviewing training which will be bespoke to each schools and their particular needs.

Asha Choolhun was pleased to report that during the Trustee visit to Cleves all books had been made available for inspection and Trustees were pleased to see the quality of work that is being carried out. She also acknowledged the exceptional behaviour of the pupils at Tollgate.

b. Policies

There were no policies to approve or adopt.

c. Safeguarding/Single Central Record

Robert Herbert will visit Cleves in the autumn term to check the SCR (Single Central Record).

274. Governor suggestions for future agenda discussions

- Election of Chair and Vice Chair for both schools.

275. Any Other Urgent business

There was no urgent business that needed to be discussed.

276. Date, time and venue of next meeting

Governors noted the date of the next meeting as:-

Cleves School

Wednesday 18th September 2019 at 6.30pm

Tollgate School

Wednesday 25th September 2019 at 6.00pm

There being no further business the meeting closed at 6.35pm.

Signed:

Date:

Robert Herbert
Chair of Governors