

Public Minutes of the Local Governing Board of Tollgate Primary School

Date:	Wednesday 11 th December 2019	
Time:	18.00pm	
Venue:	Tollgate Primary School, Barclay Road, London E13 8SA	
Present:	Robert Herbert Asha Choolhun Sam Sullivan Sue Hammond Emma O'Connor	Co-opted Representative (Chair) Parent Representative Parent Representative Staff Representative Head Teacher
In attendance:	Steven Lock Carly Clarke Janice Faldo	Chief Operating Officer Observer / Prospective Governor Clerk

12. WELCOME / INTRODUCTIONS / APOLOGIES FOR ABSENCE / QUORUM

Governors and attendees were welcomed to the meeting. Apologies from Aleen Alarice were received but not condoned. Governors noted that the meeting was quorate.

13. DECLARATION OF INTERESTS

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

14. CONSTITUTION

a. Co-opted Representative

Governors noted that the appointment of Carly Clarke will be considered at the Trust Board meeting scheduled for 16th December 2019.

b. Link Governors

The Headteacher has reviewed which subjects Governors are to be linked to and the following was agreed:

Robert Herbert	Safeguarding / SEND
Carly Clarke	Pupil Premium and Pupil Outcomes
Asha Choolhun	Reading and Core Curriculum
Sue Hammond	Wider Curriculum
Sam Sullivan	EYFS and Family Centre

15. PUBLIC MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 25th September 2019 were **AGREED** as an accurate record and signed by the Chair.

16. MATTERS ARISING AND ACTION LIST

There were no matters arising from the previous minutes that was not on the agenda.

17. TRUST BOARD AND COMMITTEE MATTERS

Governors were advised that a successful audit has taken place. Rose Nelson, from Academies Finance meets with the Headteachers regularly and reports back to Trustees. Payroll is now carried out in house as a cost saving exercise. One of the schools within the Trust has had an Ofsted Inspection and are awaiting the report. Due to changes in Directors, new Articles of Association are in place.

18. MAIN BUSINESS

a. Headteacher's Report

Governors considered the report of the Headteacher that had previously been circulated and the following points were highlighted:-

- A full Teaching and Learning review by 3 Ofsted Inspectors including the CEO of the Boleyn Trust who is one of the leading HMI's in the country has taken place this term by. The focus was 'Deep Dives' in 7 subjects and the Inspectors reported that the curriculum leads are very knowledgeable about their subjects, however some improvements are required. They saw evidence of strong subject knowledge and secure understanding of teaching sequence in Reading and Phonics, strong knowledge and understanding of the aims and intentions of the curriculum in Science, appropriate vocabulary and reference to prior learning in History, high quality lessons in MFL, Music was engaging and creative and a well-planned curriculum in Design Technology. They also noted that Safeguarding is a strength of the school.
- The Sports Premium and Pupil Premium has been emailed to governors.
- All staff receive a Well-Being Day each year. The proviso is that the Headteacher is given two weeks' notice and only one teacher and two Teacher Assistants can be off on the same day. There is no impact on the budget as cover is in-house.

b. New Ofsted Framework

Craig Lilleyman has provided staff training on the new Ofsted Framework and will deliver it again next term.

c. LGB Annual Calendar

Governors noted that an annual calendar will support them in scheduling meetings and deciding on agenda items.

d. Chief Finance Officer's Report

Governors were advised that all budgets are running as expected. LGBs will be supplied with a summary sheet of the school budget.

e. Headteacher's Performance Management Update

The Headteacher has met her targets for 2018/19 and new targets have been set.

f. Pupil Outcomes

The Headteacher presented data on Standardised Scores and highlighted the following:

- Data is collected 3 times per year.
- All pupils sit tests and receive a score between 68 and 130. 100 and above is where a pupil is expected to be for their age. Currently all pupils are where they should be for their age.
- Pupil premium are above 100 except Year 1 in Reading and SPAG due to resource provision pupils in the cohort who are able to sit tests, although they will catch up by the end of the summer term.
- Girls are still out performing boys except in geography.

Q. Do you separate the pupil premium into SEND and non-SEND?

A. We have a new system that can produce this information.

g. School Term and Holiday Dates 2020-2021

The Headteacher advised that she will be discussing the October half term with staff and parents and will report back at the next meeting.

Questions arising from the Headteacher's report

Q. What are the improvements that are required following the review?

A. Sequencing in some subjects, for example in History so that pupils understand in the learning in chronological order. Ensuring that staff have the most up to date books in Phonics and replenishing the book corners. The Middle Leaders are being developed to ensure effectiveness in all subjects.

Q. What is Sports Premium and Pupil Premium?

A. The Pupil Premium is additional funding for publicly funded schools to raise the attainment of disadvantaged pupils of all abilities and to close the gaps between them and their peers. The primary PE and sport premium are to improve the provision of physical education and school sport in primary schools. The funding is allocated directly to primary schools and is ring-fenced. This means it may only be spent on improving the provision of PE and sport in schools. The funding for mainstream pupils is included in the budget allocation.

Q. Are there any decisions made yet on what the roof of the new building will be used for?

A. We want to ensure that there are adequate funds to ensure that whatever is decided is suitable for all pupils and within budget.

ACTIONS

- Steven Lock will circulate a draft LGB annual calendar for Governors to personalise.
- Rose Nelson from Academies Finance to be invited to the next meeting to give an overview on the position of the budget.

There being no further questions governors thanked the Headteacher for her concise and informative reports.

19. STANDING ITEMS

a. Governor Visits

Asha Choolhun has visited to look at Reading, Maths and Science. She was impressed with how reasoning is taught in Maths and how all pupils can access the curriculum. She observed a Year 5 class carrying out an experiment in Science and was very impressed with how the pupils could confidently talk about what they were doing and the words they were using. She discussed the pupil premium in relation to literacy with the subject lead and was impressed with the reading taking place. Pupils were using Ipads and Chrome books. Reading journals were on display in the classroom and everybody is aware that reading is a key priority. All pupils are receiving an intervention where necessary.

Q. Why is there no designated library in the school?

A. There is not enough space in the school to have a library. The timetable is tight and would not be able to give over specific library time, however all classrooms have relevant books and reading corners for the pupils.

Sue Hammond and Sam Sullivan advised that they will be carrying out visits this term and will report back at the next meeting.

b. Governor Training

Sam Sullivan and Carly Clarke have carried out induction training delivered by Education Space and found it useful.

b. Policies

There were no policies to approve or adopt.

c. Safeguarding/Single Central Record

There were no safeguarding issues to report and Robert Herbert has checked the SCR (Single Central Record) and reported that everything is up to date.

20. AGENDA ITEMS FOR THE NEXT MEETING

- Rose Nelson from Finance Academies to do a presentation on the school's budget
- Sports Premium and Pupil Premium Spending Report to be tabled
- Report on Term dates 2020/2021

21. ANY OTHER URGENT BUSINESS

There was no urgent business that needed to be discussed.

22. MATTERS TO REPORT TO THE TRUST BOARD AND COMMITTEES

There were no specific items to report.

23. DATE, TIME AND VENUE OF NEXT MEETING

Governors noted the date of the next meeting as:-

Spring Term

26th February 2020 at 6pm

Summer Term

22nd April 2020 at 6pm

8th July 2020 at 6pm

There being no further business the meeting closed at 7.30pm.

Signed:

Date:

Robert Herbert
Chair of Governors