
Public Minutes of the Local Governing Board of Tollgate Primary School

Date:	Wednesday 25 th September 2019	
Time:	18.00pm	
Venue:	Tollgate Primary School, Barclay Road, London E13 8SA	
Present:	Robert Herbert	Co-opted Representative
	Carly Clarke	Co-opted Representative
	Asha Choolhun	Parent Representative
	Sam Sullivan	Parent Representative
	Sue Hammond	Staff Representative
	Emma O'Connor	Head Teacher
In attendance:	Steven Lock	Chief Operating Officer
	Janice Faldo	Clerk

1. **WELCOME / INTRODUCTIONS / APOLOGIES FOR ABSENCE / QUORUM**

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

2. **DECLARATION OF INTERESTS**

There were no declarations of interest on any item on the agenda. Governors completed declaration of interest forms for this academic year.

3. **CONSTITUTION**

a. Tollgate & Cleves Federated Governing Body

Governors were reminded that, due to Tollgate and Cleves being outstanding schools, the Board of Trustees had agreed at their meeting on 9th May 2019 that the federated governing body of both schools be disbanded and separate LGBs be formed. The LGB will follow Trust's Terms of Reference and Scheme of Delegation.

b. Membership

Governors noted the election of the following governor for a term of office ending on 16th July 2023:-

- Sam Sullivan Parent Representative

In addition, governors recommended to the Trust Board that Carly Clarke be appointed as a Co-opted Representative. This will be considered at the next Trust Board meeting on the 17th December 2019.

c. Election of Chair and Vice Chair

The Clerk called for nominations and Robert Herbert was proposed and seconded and unanimously elected as Chair of Tollgate Local Governing Board for one year.

The Chair called for nominations and Carly Clarke was proposed and seconded and unanimously elected as Vice Chair of Tollgate Local Governing Board for one year subject to ratification of her appointment as Co-opted Representative at the next board meeting.

d. Link Governors

The following links were **agreed**:-

- Safeguarding Robert Herbert
- Health & Safety Robert Herbert
- SEND Robert Herbert

DECISION / ACTION

- The Headteacher will decide on the subject areas that she would like governors to link with to be discussed and agreed at the next meeting.

e. Terms of Reference

DECISION

- Governors **accepted** the Terms of Reference agreed by the Board on 9th May 2019.

f. Scheme of Delegation

DECISION

- Governors **agreed** to comply with the Trust's Scheme of Delegation.

g. Governor Code of Conduct

Governors signed to indicated that had received a copy of the Code of Conduct.

4. PUBLIC MINUTES OF THE PREVIOUS FEDERATED LOCAL GOVERNING BOARD MEETING

The minutes of the meeting held on 10th July 2019 were **AGREED** as an accurate record and signed by the Chair.

5. MATTERS ARISING AND ACTION LIST

Action point 266 – The COO advised that he there has been no response from his communication with Aleen Alarice regarding her membership intentions.

- Following the Cleves and Tollgate Federated Local Governing Board discontinuing and the formation of separate Local Governing Boards at the start of this term the attendance at previous meetings of the federated governing boards would not count against disqualification for non-attendance.

6. TRUST BOARD AND COMMITTEE MATTERS

Governors were advised that a new payroll and finance system has been implemented across the Trust.

7. MAIN BUSINESS

a. Head Teacher's Report

Governors considered the report of the Headteacher and the following points were highlighted:-

- The start of the new academic year has been calm and settled for both staff and pupils.
- Tollgate are training 27 student teachers this year.
- All teachers will be observed this half term and book analysis will take place fortnightly.
- A full review of teaching review will take place carried out by the CEO and 2 Ofsted inspectors next half term.
- Data outcomes will be included in the Headteacher's report for next meeting.
- A new catering company is in place which has significantly improved the quality of meals being delivered.
- Pupil Premium funding has reduced this year by nearly £2000. There is a very slight increase to the Sports Premium funding.

- The Headteacher and Deputy Headteacher are working on the SRE (Sex & Relationships) curriculum and discussing the most effective way to implement it across the school.
- Safeguarding continue to be a strength of the school with the Early Help team respond rapidly to the needs of the community ensuring preventative measures are in place to safeguard vulnerable families.
- The Family Centre continues to offer significant support to the local community including workshops on gang and knife crime.
- The school has been awarded 'Confucius Classrooms' due to the delivery of excellent Mandarin lessons. The Chinese Ambassador will be visiting the school this term to see Mandarin lessons in action.
- The Ambassador of Chile will be visiting the school next half term further to the Speaker of the Houses of Parliament in Chile visiting this half term who was very impressed with the school and is keen to adopt the school's teaching and learning method in disadvantaged areas in Chile.
- The school council will be given the option of how they want the playground to be developed.

Q. Who delivers the workshops on gang and knife crime?

A. The school works with the Police and the Ben Kinsella Trust who deliver workshops across all year groups and this is embedded into the curriculum.

ACTION

- Pupil Premium and Sports Premium strategy to be emailed to governors and an agenda item for the next meeting.

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

b. School Development Plan 2019-2020

Governors acknowledged the School Development Plan. The Headteacher advised that the school priorities are:-

- Curriculum
- Reading
- Assessment
- Family centre

c. Finance Update

The COO advised that a surplus is expected at the end of the year due to savings made in the 2018-2019 budget.

d. Headteacher Performance Management

Governors noted that Robert Herbert will carry out the Headteacher's Performance Management this half term with the CEO and the School Improvement Advisor.

e. Keeping Children Safe in Education

Governors noted and signed a waiver to indicate they are aware of the updated KCSIE document.

8. STANDING ITEMS

a. Governor Visits and Training

No training has taken place since the last meeting. The COO reminded governors that the Trust will be reviewing training which will be bespoke to each schools' and their particular needs. New governors will be invited to induction training.

ACTION

- The Headteacher will delivery a short training session on the new Ofsted framework at the next meeting

b. Policies

There were no policies to approve or adopt.

c. Safeguarding/Single Central Record

Robert Herbert and the CEO have checked the SCR (Single Central Record) and report that everything is up to date.

9. GOVERNOR SUGGESTIONS FOR FUTURE AGENDA DISCUSSIONS

- New Ofsted Framework session
- Link Governors to be agreed
- Pupil Premium and Sports Premium Strategy
- Term dates 2020-2021

10. ANY OTHER URGENT BUSINESS

There was no urgent business that needed to be discussed.

11. DATE, TIME AND VENUE OF NEXT MEETING

Governors noted the date of the next meeting as:-

Autumn Term

Wednesday 11th December 2019 at 6.00pm

Spring Term

To be confirmed

Summer Term

To be confirmed

There being no further business the meeting closed at 7pm.

Signed:

Date:

Robert Herbert
Chair of Governors