
Public Minutes of the Local Governing Board of Tollgate Primary School

Date:	Thursday 1 st October 2020	
Time:	16.00pm	
Venue:	Via Zoom	
Present:	Carly Clarke Samantha Sullivan Sue Hammond Emma O'Connor	Co-opted Representative (Chair) Parent Representative Staff Governor Headteacher
In attendance:	Margaret Patient Steven Lock	Clerk Chief Operating Officer

1. WELCOME / INTRODUCTIONS / APOLOGIES FOR ABSENCE / QUORUM

The Chair welcomed everyone to the meeting.
There were no apologies for absence to record for this meeting.
The Governors noted that the meeting was quorate.

2. DECLARATION OF INTERESTS

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

3. CONSTITUTION AND MEMBERSHIP LIST

The Governors noted that a Parent Governor Election is currently taking place and new governor(s) will be welcomed at the next meeting in December.

4. PUBLIC MINUTES OF THE PREVIOUS MEETING AND ACTIONS ARISING

The minutes of the meeting held on Wednesday 8th July 2020 were agreed as an accurate record and will be signed by the Chair at a future date, hopefully by the December meeting.

There were no actions arising.

5. MAIN BUSINESS AND STANDING ITEM

5.1 Declaration of Interest entries on GovernorHub

The governors noted that entries on the GovernorHub should be action with immediate effect.

Action – all governors

5.2 Code of Conduct

The governors noted that entries on the GovernorHub should be actioned with immediate effect.

Action – all governors

5.3 Membership for a Complaints and Exclusion Panel

The governors noted that all members of the Governing Board, with the exception of staff members, will be expected to form a panel, as required.

5.4 Safeguard Training

The governors noted the requirement for all members to complete the Safeguard Level 1 training and to update the GovernorHub when completed.

Action – all governors

5.5 Keeping Children Safe in Education

The governors, having received this information, will update the GovernorHub.

5.6 Safer Recruitment Training

The Chair will complete the Safer Recruitment training using the NSPCC module before the next meeting. The Headteacher holds a current certificate for this training and will complete a renewal within given time scales.

5.7 Link Governors

The governors have agreed the following link governor nominations:

Safeguarding – Carly Clarke

SEND, Inclusion and PPF – Samantha Sullivan

Curriculum subjects – Sue Hammond

Governor Training – Emma O'Connor

As new governors join the board they will be allocated an area of responsibility.

5.8 Report of the Headteacher

The Headteacher, having circulated her report prior to the meeting, highlighted the following areas in particular for the governors' attention.

Pupils on role, as of today, 431. Full capacity would be 498.

Pupil attendance today was 407 as there are still some families self-isolating having returned from holidays abroad. All Covid regulations are being followed throughout the school. Attendance is running at 90-93% so not quite meeting the target of 95.6%.

Free School Meals – 90 pupils are eligible

The Family Centre will be open from 5th October with some socially distanced activities. The work with the nursery parents will be a target for the family centre team.

Safeguarding certificates are up to date.

GQ – Has the number of Children in Need pupils increased?

Response – Yes, there has been an increase of Domestic Violence and this will be reflected in the escalation and de-escalation of the CIN numbers.

All new staff have settled in well with the ELASCITT trainees having an excellent start to their year.

The school is running a Recovery Curriculum, focussing on times-table, reading, phonics, writing and mathematics. Other subjects such as PE computing, history and geography are not yet included although the English curriculum does cover History and Geography.

GQ – Is this the new normal and when will it change?

Response – There is a Remote Learning Strategy being rolled out and will be ready by half term.

This is where children will be taught using zoom in their own homes. Teachers will be in there empty classroom delivering the lessons in four sessions throughout the day.

The school will remain open although pupils will not actually be in school.

The governors noted the planned reviews over the autumn term and reports from these reviews will be available at the next GB meeting in December. The Ofsted cycle will commence in January so the teaching and learning review in December will be particularly important for the school.

5.9 School Development Plan (SDP) – Draft for agreement

The Headteacher explained to the governors that four key priorities have been identified to raise attainment further.

Catch up and rehearsal of basic skills – The children lost six months of teaching and learning and catch up with intervention timetables have been organised. The Head teacher will share this, in more depth, with governors at the next meeting.

Support positive behaviour for learning and pupil well-being – The school will focus on the big dip.

To maintain exceptional provision across all year groups – The school will strive to maintain an outstanding status.

To maintain a love of reading. To ensure all pupils access the full curriculum offer – The school has spent £10,000 on books to take home and phonics resources. Year 2 will be sitting the phonics test later in the year and current assessment of pupils indicate they are achieving 86%.

The Headteacher will provide an SDP update for governors at each meeting. Governors can raise questions to further their understanding of how the school meets the targets set, teaching and learning progress and pupil achievements throughout the academic year.

5.10 Pupil Premium Strategy

The governors received a Pupil Premium Strategy statement that outlined the following information:

- Funding received is based on the January pupil census - £188,300
- Funding is used to support the most disadvantaged pupils across the school
- Wave 1,2,3 support is planned making use of support and teaching staff where it is needed most
- Additional Year 6 teacher
- 3rd Space Education for Year 5 and Year 6 pupils
- External support from Educational Psychology and other specialist professionals
- The Gamalan Project
- Sailing programme of activity
- Lunch time clubs

GQ – How has the Covid implications affected the school and what are the time scales for the school going forward?

Response – Schools have received additional Covid funding from the government. Plans on how we spend this money so far are:

- Climbing wall experience for all year groups – taking place next week
- Spring term – Year 1 educational visit (venue to be decided)
- Year 3 – Visit to Stonehenge
- Year 5 – Visit to Glastonbury

GQ – Why is there no homework set for Friday or the weekend?

Response – Reading is set for Fridays because the pupils will have changed their reading books and can start a new book with their parent.

Other homework is set: Monday – Spellings, Tuesday – Timetable, Wednesday – Grammar/using spelling words in sentences, Thursday – Mathematics and Friday – Reading.

The borough has approached us about providing a respite break for our ASD pupils and their families at Fairplay House. This could be an overnight stay in a cottage with sensory activities planned for the children. This is a really exciting opportunity but careful planning will take place to ensure all H&S regulations are covered.

5.11 Sport Premium Strategy

The governors received a Sports Premium 2020-21 report that set out how the school would be spending the allocated funding of £19,570. The report included information on cost, activities planned, staff responsible for leading the activity, how the resources are organised and monitored as well as the impact on pupils across the school year groups. All Covid safety regulations have been adhered to.

GQ – Can the funding be rolled over to next year if it cannot be spent in the current year?

Response – The funding is ring-fenced but hopefully Covid restrictions will not impact on how it is spent. The school will ensure the funding is spent with the best interests of pupils in mind.

5.12 Chair 's Update

There was no Chair's update for this meeting.

5.13 Academies Financial Handbook 2020

The governors noted the requirement to understand the Academies Financial Handbook 2020 and update the GovernorHub when completed. **Action – all governors**

5.14 Governors Visits and Training

Due to Covid restrictions the governors have not visited the school yet. The Link governor for SEND & Inclusion will visit the school, prior to the next GB meeting, for a tour of the school/ASD provision and meet with the SENCO/ Inclusion Manager.

The governors will consider their training needs at the next GB meeting.

5.15 Policy updates

The Headteacher informed the governors that policies will be renewed using a Compliance Calendar. This will set out when a policy needs to be reviewed and approved within a cycle of one, two or three years to ensure compliance.

The Headteacher informed the governors that due to the planning for Remote Learning a policy will be tabled for their consideration at the next meeting.

5.16 Trust update

There were no Trust updates for this meeting.

5.17 Agenda Items for the next meeting

School Development Plan- Headteacher update and Governor questions
Remote Learning Strategy Policy – to be approved
Governor Training – to plan

6.1 ANY OTHER URGENT BUSINESS

There were no items of urgent business to consider for this meeting.

7.1 DATE, TIME AND VENUE OF NEXT MEETING

Governors agreed the following meeting dates:

Autumn Term

Wednesday 16th December 2020 at 13.30pm

Spring Term

Wednesday 24th March 2021 at 18.00pm

Summer Term

Thursday 8th July 2021 at 18.00pm

There being no further business the meeting closed at 17.00pm.

Signed: Date:

Chair of Governors