
Public Minutes of the Local Governing Board of Tollgate Primary School

Date: Wednesday 8th July 2020

Time: 15.00pm

Venue: Via Zoom

Present: Robert Herbert Co-opted Representative (Chair)
Carly Clarke Co-opted Representative (Vice Chair)
Sam Sullivan Parent Representative
Emma O'Connor Headteacher

In attendance: Asha Choolhun Observer
Steven Lock Chief Operating Officer
Janice Faldo Clerk

35. WELCOME / INTRODUCTIONS / APOLOGIES FOR ABSENCE / QUORUM

Governors and attendees were welcomed to the meeting. Governors noted the absence of Aleen Alarice and Sue Hammond. Governors noted that the meeting was quorate. It was noted that this meeting was taking place via Zoom due to the current Covid 19 pandemic.

36. DECLARATION OF INTERESTS

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

37. CONSTITUTION

Governors noted that Asha Choolhun's term of office expired on the 26th June 2020 and a Parent Governor Election will take place in the autumn term.

38. PUBLIC MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 26th February 2020 were verbally **AGREED** as an accurate record and will be signed by the Chair at a future meeting.

39. MATTERS ARISING AND ACTION LIST

Governors noted that all actions had been completed and there were no matters arising therefrom.

40. ANY MATTERS OF NOTE FROM THE TRUST BOARD AND COMMITTEES

The Chief Operating Officer advised that risk assessments in relation to Covid 19 have been externally validated. The Trust has had an audit and the AGM takes place this week. Governors were assured that the Trust is in a strong and stable position.

41. MAIN BUSINESS

a. Headteacher's Report

Governors considered the report of the Headteacher which had been uploaded to Governor Hub and the following points were highlighted:-

- 457 pupils are on role with 47 languages spoken. 73% of children are from an ethnic background with 26% of children eligible for free school meals. 7% of children have a diagnosis of Autism and 30 pupils are non-verbal with severe and complex needs.
- This year we are training 27 student teachers. 3 staff are leaving at the end of term and one NQT will be joining in September who carried out their training at via the SCITT.

- The school has been open every day since the lockdown and was the ASD hub across the borough. The school also supported NHS Nightingale by storing materials and equipment to set up the hospital.
- Since 1st June, we have had around 180 children attending each day and, to support Health and Safety in relation to Covid 19, clear signage that indicates the 2 metre distancing rule has been put in place along with a one-way system for moving around the school. There is a staggered start and end to the day. Children and staff are in pods which do not cross contaminate. All outside play spaces are separated so that pods can play safely. Desks in classrooms are exactly 2 metres apart to ensure that social distancing can be maintained during whole class teaching. Children have their own resources to complete their work. All surfaces in the classroom are washed and sprayed with disinfectant after each teaching session. Hand sanitiser is compulsory as the children enter the school in the mornings and is available throughout the day. Parents and visitors are not allowed on site.
- From September it is highly likely that social distancing measures will be reduced so we can begin the autumn term with full classes of 30. Due to 50% of children missing 6 months of school, the curriculum will be reduced for the first half term and focus on the catch up of key skills in reading, phonics, writing and mathematics.
- The CEO received a letter from Elizabeth Berridge, the Parliamentary Under Secretary of State thanking Tollgate for being the hub for NHS Nightingale and thanking the Trust for supporting a school in Hackney. She highlighted that this testament to the ethos of the Trust and an example of a Trust going above and beyond to help those in need.

Q. When will parents find out what class their child is in?

A. It will be published on the website.

There being no further questions governors thanked the Headteacher for her concise and informative report. They also thanked her and her staff for all their hard work and support to pupils and families during these unprecedented times.

42. STANDING ITEMS

a. Governor Visits and Training

Asha Choolhun advised that she has visited the school during the lockdown and was impressed with the health and safety procedures that have been put in place ensuring that guidelines are met. She has carried out on-line GDPR Update, Safer Recruitment and FGM training.

b. Policies

There were no policies to approve or adopt.

c. Safeguarding/Single Central Record

All families have been contacted on a two-week cycle since the beginning of lockdown. School meals vouchers have been distributed.

43. AGENDA ITEMS FOR THE NEXT MEETING

- School Development Plan
- Sports Premium presentation
- Pupil Premium presentation
- Constitution
- Election of Chair

All these documents will factor in the changes that need to be made in regard to Covid 19.

44. ANY OTHER URGENT BUSINESS

a. Chair of Governors

Robert Herbert advised that he was stepping down as Chair with immediate effect. The Clerk called for nominations for Chair and Carly Clarke agreed to act as interim Chair to cover the summer holidays.

The Chief Operating Officer thanked Mr Herbert on behalf of the Trust for his commitment to the school and support during academisation. The Headteacher and Governors thanked Mr Herbert for all his work as a Governor over the past 8 years and lately as Chair.

45. MATTERS TO REPORT TO THE TRUST BOARD AND COMMITTEES

There were no specific items to report to Trustees.

46. DATE, TIME AND VENUE OF NEXT MEETING

Governors noted the date of the next meeting as:-

**Autumn Term
30th September 2020 time to be confirmed**

There being no further business the meeting closed at 3.40pm.

Signed:

Date:

Chair of Governors