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## Public Minutes of the Local Governing Board of Tollgate Primary School

<b>Date:</b>	Wednesday 26 <sup>th</sup> February 2020	
<b>Time:</b>	18.00pm	
<b>Venue:</b>	Tollgate Primary School, Barclay Road, London E13 8SA	
<b>Present:</b>	Robert Herbert Asha Choolhun Sam Sullivan Sue Hammond Emma O'Connor	Co-opted Representative (Chair) Parent Representative Parent Representative Staff Representative Headteacher
<b>In attendance:</b>	Steven Lock Rose Nelson Janice Faldo	Chief Operating Officer Academies Finance Limited (item 29d) Clerk

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### 24. WELCOME / INTRODUCTIONS / APOLOGIES FOR ABSENCE / QUORUM

Governors and attendees were welcomed to the meeting. Apologies from Carly Clarke were received and condoned. Governors noted the absence of Aleen Alarice. Governors noted that the meeting was quorate.

#### ACTION

- Due to non-attendance to the last 3 meetings, Governors recommend to Trustees that Aleen Alarice be removed from the Governing Board of Tollgate Primary School.

### 25. DECLARATION OF INTERESTS

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

### 26. PUBLIC MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 11<sup>th</sup> December 2019 were **AGREED** as an accurate record and signed by the Chair.

### 27. MATTERS ARISING AND ACTION LIST

There were no matters arising from the previous minutes.

### 28. TRUST BOARD AND COMMITTEE MATTERS

The COO highlighted information from the Trust Board:-

- A new Member has been appointed.
- The implementation of a new payroll and finance system has been successful and finance is now centralised.
- Ravenscroft have had a Section 8 Ofsted Inspection resulting in a judgement that the school continues to be 'Good'.
- Trustees have received and ratified the annual accounts and acknowledged that the Trust is in a good financial position.
- The Director of Learning has delivered Ofsted training to Trustees.
- The CEO and SIP have visited all schools across the Trust.
- The CEO, COO and Chair of Trust met with the Regional Schools Commissioner who noted how successful the Trust is and also acknowledged the successes of Tollgate School.

## 29. MAIN BUSINESS

### a. Headteacher's Report

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

- The Head of Inclusion joined Monega at the start of this half term. The current Senco is being supported by a former Headteacher of a local school and will take on the Head of Inclusion role from September 2020.
- The quality of education remains exceptional. All staff have been subjected to a high level of scrutiny to ensure standards across all subjects remain high.
- The CEO completed an Ofsted 'Deep Dive' in Reading and Phonics. He noted that outcomes in Reception books are exceptional and this continues into Year 1. Ambitious vocabulary is seen coming through the books and reading underpins everything that the team does in the school with Phonics happening daily. Books go home every day and changed twice a week linked to the sounds being taught. All teachers read daily to their children. A love of reading is at the heart of the curriculum. He also noted that the curriculum is systematic, has rigour, the skills in early phonics and early reading is repetitive and progressive
- A full two-day NAS (National Autistic Society) inspection took place last half term resulting in the school retaining NAS accreditation. The lead inspector was very impressed with the progress that the Resource Provision pupils make and how the whole school works collaboratively to ensure that the highest standards are maintained.
- Safeguarding remains effective. The Safeguarding link governor carries out termly visits to audit the single central record and ensure policy and practice aligns to the school ethos for safeguarding. There are currently 24 families receiving Early Help support, 75 pupils with concerns are being monitored, 4 pupils are CIN (Child in Need), 1 LAC (Looked After Child) and 8 pupils have EHCPs (Education Health Care Plans).
- Teaching and Learning reviews will take place this half term in Early Reading and Phonics and a full teaching and learning review. Both reviews will be carried out by Ofsted inspectors.
- A letter has been received from the Rt Hon Nick Gibb, Minister of State for School Standards, congratulating the school on the high level of progress demonstrated in KS2 reading, writing and maths.

**Q.** Has the budget taken into consideration the changes in staffing in the SEN department?

**A.** Yes, this is a very important role in the school and a priority in the budget.

### b. New Ofsted Framework

Craig Lilleyman has provided staff training on the new Ofsted Framework to staff and Trustees.

### c. LGB Annual Calendar

Governors noted that the COO is in the process of creating an annual calendar which will support them in scheduling meetings and deciding on agenda items.

### d. School Budget

Rose Nelson presented a Management Report for Period 5 and the following points were highlighted:-

- All staff are now trained on the new finance system allowing effective budget monitoring.
- The budget was set in July 2019 using forecasts to predict funding and spending based on the previous October census. In July 2019 the budget was set on an income of £3.67m, with staffing expenditure at £2.641m, other expenditure at £846,000 and a surplus of £182,000 at the end of the academic year.
- The year to date total budget income was £1.529m with the actual income received of £1.551m - a positive variance of £22,000
- The reason for the variance is primarily due to the teachers' pension and pay grant and £30,000 income for a secondment. However, we have not yet received some funding for HNF and Early Years pupils.

**Q.** What is the top slice indicated in column 0092?

**A.** It is the school's contribution to the central running of the Trust.

**Q.** Do the Trust pay rent to use the school's facilities and where is it noted in the budget?

**A.** Rent is paid for the use of the offices and included in column 0022 Other Income Facilities and Services.

**Q.** Why is there a Premises Staff cost in column 0033 and a Cleaning and Caretaking cost in column 0054?

**A.** Column 0033 is for the caretaker costs and column 0054 is for cleaners and resources.

**Q.** Why is there such a difference in costs from Period 1 to Period 3 in Premises Staff column 0033?

**A.** This would be for overtime costs and for caretaking cover whilst the caretaker was on sick leave or annual leave.

**Q.** Is there less spending now on agency staff?

**A.** There are currently no agency teachers which is evidence of the security and stability of staffing at the school.

**Q.** What is covered in the Indirect Staff Costs indicated in column 0041?

**A.** Travel and subsistence costs particularly for the Mandarin teachers. The costs for DBS checks are also included in this column.

#### **ACTIONS**

- Rent, SCITT and Teaching School income to be added to the Management Report.
- Commentary on staffing to be added to the Management Report.
- Governor training on the new finance system to be arranged

#### **e. Sports Premium**

Governors received the Sports Premium Strategy statement. The Headteacher advised that the funding for 2019-2020 was £19,000 which is used to participate in sporting activities across the borough and well as Trust competitions. The funding also supports professional development for staff with planning the curriculum around sports.

#### **f. Pupil Premium**

Governors received the Pupil Premium Strategy statement. The Headteacher advised that the funding for 2019-2020 was £213,840 which is used to ensure all children receive quality teaching by a qualified teacher. Pupil Premium pupils are supported in their emotional wellbeing via a Dyslexic teacher, Music Therapy teacher and an Educational Psychologist. Year 6 pupils are split into 3 smaller sized class and supported by booster sessions. Homework packs support Year 6 independent learning. The funding is also used on educational trips that are relevant to the curriculum and an appointment of an attendance officer to support families in acute need.

**Q.** How would Governors measure the impact of the activities/have they been successful?

**A.** The impact will be evident via the SATS results. Case studies are available for review on request.

#### **g. School Term and Holiday Dates 2020-2021**

Governors considered the term dates.

**Q.** Are the dates in line with other schools in the Trust and with other school in Newham?

**A.** The only dates that are different are the October half term. It is better for Tollgate to have a longer first half of the Autumn term.

There being no further questions governors thanked the Headteacher and Rose Nelson for their concise and informative reports.

**30. STANDING ITEMS**

**a. Governor Visits and Training**

Sam Sullivan advised that she has carried out training on RSHE (Relationships, Sex and Health Education) delivered by Education Space. She will be carrying out training on Safeguarding and the Curriculum this term.

No visits to the school have taken place since the last meeting.

**b. Policies**

There were no policies to approve or adopt.

**c. Safeguarding/Single Central Record**

There were no safeguarding issues to report.

**31. AGENDA ITEMS FOR THE NEXT MEETING**

- Pupil Premium Presentation from Sean Parsons
- SIP Report to be included in the Headteacher's Report

**32. ANY OTHER URGENT BUSINESS**

There was no urgent business that needed to be discussed.

**33. MATTERS TO REPORT TO THE TRUST BOARD AND COMMITTEES**

There were no specific items to report to Trustees.

**34. DATE, TIME AND VENUE OF NEXT MEETING**

Governors noted the date of the next meeting as:-

**Summer Term**  
22<sup>nd</sup> April 2020 at 6pm  
8<sup>th</sup> July 2020 at 6pm

There being no further business the meeting closed at 7.20pm.

Signed: .....

Date: .....

Robert Herbert  
Chair of Governors