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

<b>Date:</b>	Thursday 8 <sup>th</sup> July 2021	
<b>Time:</b>	16.00pm	
<b>Venue:</b>	Tollgate Primary School / Via Zoom	
<b>Present:</b>	Carly Clarke	Co-opted Representative (Chair)
	Terry Mimms	Parent Governor
	Akbar Uddin	Trust Governor
	Sue Hammond	Staff Governor
	Emma O'Connor	Head teacher
<b>In attendance:</b>	Margaret Patient	Clerk

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

The Chair welcomed everyone to the meeting.  
Apologies for absence were received from Andrew Bates and Samantha Sullivan. The governors agreed to condone these absences for the reasons submitted.  
The Governors noted that the meeting was quorate. All the Governors confirmed they had received the papers for the meeting.

### 2. DECLARATION OF INTERESTS

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

### 3. CONSTITUTION AND MEMBERSHIP LIST

The Governors noted the membership list and asked about further governor recruitment. The Chair will follow up and contact the One Stop Shop to ascertain whether there are local businesses or individuals expressing an interest in School Governance.  
The Head teacher will also approach new parents who may be interested in becoming a Co-opted governor whilst their children attend the school.  
The outcome of the skills audit will identify the areas where recruitment of governors with a particular strength will benefit the GB overall.

**Action – Chair to follow this up over the summer.**

### 4. PUBLIC MINUTES OF THE PREVIOUS MEETING AND ACTIONS ARISING

4.1 The minutes of the meeting held on Wednesday 24<sup>th</sup> March 2021 were agreed as an accurate record and were signed off by the Chair. The Head teacher retained the signed copy of the minutes for the records.

There were no actions to follow up.  
There were no matters arising.

### 5. MAIN BUSINESS AND STANDING ITEM

5.1 The planned tour of the school could not take place due to a Parent's Evening being held. Planned curriculum visits have taken place with key subject leaders and link governors.

## 5.2 Head teachers report

The Head teacher shared her report on the Governor Hub for the governors' attention. The following areas were highlighted for discussion and questions from the governors:

### School Context and Key information

The information provided gave a pupil breakdown in year groups from Nursery to Year 6 and included FSM Ever 6, FSM, SEN with EHC Plan, SEN and EAL.

Nursery numbers are low still but this is a national picture with a general reduction in birth rate not just in Newham but across the country. The Family Centre will reopen fully in September but the staff are working hard with a number of admissions pending for September.

### **GQ – How do we promote the nursery vacancies?**

Usually the staff visit homes, door to door enquiries and leafletting as well as library visits.

The Head teacher will ask the Family Centre lead to contact the chair for further information sharing.

**Action – HT to liaise with the Family Centre staff to arrange a meeting with the Chair.**

The Local Authority do not do early screening of children so this means that a number of pupils' will come into the school with needs that have not yet been identified.

For September the school will be admitting 36 pupils to the Resourced Provision and this is well over the capacity for this school. Parents want their children to come to Tollgate and this highlights that the school is a victim of its own success.

### **GQ – What support and communication is there for parents with children attached to the Resourced Provision?**

Due to the covid restrictions this year no site visits have been possible but from September the school will be holding coffee mornings and open days. Parent can come into the school and see for themselves the classroom set ups and look at the curriculum being taught. The school will be using a new Pathway model of teaching and learning. The school will continue with the Marvellous Me and the Home School Book as well as parent engagement and annual review meetings.

### **GQ – How will information be shared with parents?**

In September dates will be shared with parents for review meeting and visits to the school. The weekly school newsletter will advertise the dates for events in advance.

### Safeguarding

The governors noted the safeguarding information provided in the report. The governors particularly acknowledged the comments of the Head teacher about the increased cases of domestic violence that the school has dealt with over the last year and throughout the covid lockdown periods.

For some families this time has been very difficult but the family centre staff have worked very hard to support these vulnerable families.

### **GQ – What pathways have been used to help?**

Outside agencies, CAMS as a priority along with workshops and community hub support mechanisms.

The governors noted the identified children on different support levels and were informed that the EHCP pupils has grown since the report was written and now stands at 22 children, an increase of 7 pupils.

### **GQ – How will this be tracked from where we are now to going forward?**

It will be the focus of Inclusion Manager to track this.

## **Action – The Chair to contact LC**

### STAFFING

The Head teacher shared the staffing structure for September 2021 highlighting the new staff and the class allocation for the different year group. The recruitment process for the appointment of the new nursery teacher was very positive with the appointed candidate performing strongly in the lesson observation and formal interview process.

An Ofsted inspection is expected in the next academic year as the last inspection at the school was back in 2008. The Head teacher is confident that the staffing structure is strong and is enabling staff to demonstrate their individual strengths.

### **GQ – How will the new staff and existing staff be kept up to date with safeguarding?**

All school staff attend a safeguarding day on the first day of term before pupils return. All staff will receive the updated Keeping Children Safe in Education along with the Staff Handbook and Code of Conduct document.

### DATA – SUMMER 2021

The Head teacher provided a breakdown of data and explained to the governors the following:

#### Standardised Score Tracking

Age Related Expectation (ARE) is a score 100 or above – If a child score = 109 this means that they are 9 months over the expected age related score.

Cohort Analysis – Standardised Scores for each year group

To collate this data, the pupils completed an assessment week with their class teacher and this had gone very well this year in spite of the covid restrictions on delivering teaching and learning.

The Head teacher feels that had Year 6 completed the SATS the result would have been strong.

The current Year 5 classes are a very bright cohort even with four months of remote learning.

Pupil Premium Tracking = Pupils on Free School Meals

This data was also broken down in year groups showing Pupil Premium data and Non Pupil Premium data. The scores are a little lower but the comparative data is good with nothing under 100.

### FINANCE

The governors received for their attention an Income/Expenditure Report highlighting the forecast – 2020/2021, budget- 2021/2022 and variances for 2021/2022. The budget is healthy with a break even projection for the end of year.

The budget will be monitored very closely as budget projections over the next few years will be decreased and spending will be tight.

The budgets will be finalised and agreed at the next Trustee meeting before the end of term.

The Head teacher informed the governors that the school was well resourced with fantastic staff who have really shown great determination and resilience over the last year even with some dealing with bereavement and sadness.

The Chair and the GB expressed a 'Big Thank you' to all the staff in what has been a difficult year for many.

## **5.3 Policy review**

The governors were asked to consider the draft Medicines, Hygiene, Manual Handling and Care Plans Policy circulated on the Governor Hub. The Head teacher explained why such a policy is required and the issues that can arise with parents wanting medication to be administered by staff. If governors require any further clarification on this policy questions can be raised on the Governor Hub for the Head teacher to respond to.

The GB agreed the policy for formal adoption from September 2021 with a reviewed date for September 2022.

**5.4 Meeting Dates for the academic year 2020 – 2021**

The GB agreed to set the first meeting of the next academic year as follows:  
Wednesday 29<sup>th</sup> September 2021 at 5.30pm

The GB agreed that all other GB and Committee meeting dates, as well as school visit arrangements, will be agreed at that meeting.

**5.5 Boleyn Trust updates**

There were no new BT updates to report for this meeting.

**5.6 Agenda Items for the next meeting**

The governors' agreed the following agenda items for the next meeting:

- School Development Plan (SDP)
- Pupil Premium Funding report
- Sports Premium Funding report
- Updated Self Evaluation Form (SEF)
- Dates for full GB meetings for the Academic Year 2021 - 2022
- Meeting Dates for Curriculum visits for 2021 - 2022
- Finance update
- Safeguarding: Section 11 report

**6. ANY OTHER URGENT BUSINESS**

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

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

Governors agreed the following meeting date:

**Autumn Term**

Wednesday 29<sup>th</sup> September 2021 at 17.30pm

There being no further business the meeting closed at 17.30pm.

Signed: ..... Date: .....

Chair of Governors