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

**Date:** Wednesday 24<sup>th</sup> March 2021

**Time:** 16.30pm

**Venue:** Via Zoom

**Present:**

Carly Clarke	Co-opted Representative (Chair)
Terry Mimms	Parent Governor
Samantha Sullivan	Parent Governor
Akbar Uddin	Trust Governor
Andrew Bates	Trust Governor
Sue Hammond	Staff Governor
Emma O'Connor	Headteacher

**In attendance:**

Margaret Patient	Clerk
Steven Lock	Chief Operating Officer

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### 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. 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. Steven Lock confirmed that the LGB should consider recruiting a further four governors. The governors will be asked to complete a skills audit to identify their strengths and the skills still required within the membership of the LGB.

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

**4.1** The minutes of the meeting held on Wednesday 27<sup>th</sup> January 2021 were agreed as an accurate record and will be signed by the Chair at a future date.

**4.2** Actions arising from the minutes –

Minute 5.5 Governor school visits and training

Governor training has been circulated by Steven Lock as requested by the LGB.

Minute 5.7 Boleyn Trust updates

The Chair has contacted the School Designated Safeguarding Lead and a meeting is arranged for the summer term.

Minute 5.8 Agenda item – Financial update tabled by Steven Lock. The governors received a summary report showing the year to date monthly variances and the projected surplus balance of school funds. The governors received information concerning the SEND funding from the LA and the issues that the school has in actually receiving this funding within given timescales. The budget is managed very well and governors will receive an end of year balance and a new budget setting report in the next GB meeting

## 5. MAIN BUSINESS AND STANDING ITEM

### 5.1 Headteacher's Report

The Headteacher, having circulated her report to the governors prior to the meeting, gave a brief summary of the key areas and updates since the last meeting.

Pupil numbers – The school has welcomed seven new children with a further three joining the nursery this week. The pupils have settled back into school life and are happy to be back with their friends.

Attendance – The attendance currently is above national expectations - 96-97% and this is very pleasing. There are two families who are currently shielding but there are no covid cases to report.

Safeguarding – The Safeguarding team are busy and pro-active with our families and children who need support. The governors noted the current breakdown of categories to identify pupil needs and support mechanisms but the HT is pleased to report no issues currently.

Family Centre – This community hub is re-locating to a different part of the school that will offer an outside area. Hopefully, once covid restrictions are lifted, the centre will open again with parent and toddler group sessions, coffee mornings and other community services open to parents. The space left vacant by the family centre will be taken over by the Boleyn Trust as office space for ELA SCITT and Teaching School as well as the Boleyn Trust central team.

RSHE – This new curriculum will be in place after the Easter break. The school has held three parent consultation meetings with parents being very supportive and no issues being identified.

**GQ** – How will the children be taught this new curriculum?

All pupils will be taught using age appropriate information through story- telling, gender balanced and separate boys and girls groups.

**GQ** – Will different family makeups be taught?

From nursery through to KS1 children learn that families come in all shapes and sizes and some of those families are real at Tollgate.

**GQ** – How will you answer questions from pupils?

All questions will be answered sensitively, using stories to help with explanation and understanding of animal life cycles. We will be as transparent as possible but parents understand that this is the DfE curriculum and it has to be delivered to all children. The new curriculum is also available to parents. Any governor is welcome to attend these lessons if they wish.

Intervention – The governors received a full summary of the changes of intervention which is now led by Martin Stanley. Gaps in learning have been identified and all intervention has now been resumed since the covid lockdown.

Following a recent book scrutiny the school can already see pupil progress.

The governors noted the changes and how the school will make further adjustments during the summer term to improve even further the intervention offered to pupils.

Link Governor roles and responsibilities – The governors received a list of areas that they can choose from and then follow up with school visits, meet with staff attached to that area and feedback to the LGB information, knowledge and understanding along with visit reports that will outline the school visit experience. Ideally school visits can commence in the summer term.

**GQ** – How many school visits are we expected to make?

Once a term or two within an academic year. There are a lot of opportunities to visit the school such as Friday assemblies, pupil end of term shows, or join the children for lunch in the dining hall.

The governors agreed the following link roles:  
Leadership and Management – Carly Clarke (Chair)  
Standards and Achievement – New governor role  
Business and Finance – Akbar Uddin  
Behaviour and Attendance – Sue Hammond  
Key Pupil Groups – Samantha Sullivan  
Safeguarding – Carly Clarke  
Teaching and Learning – New governor role  
Community Engagement – Andrew Bates  
Health and Safety – Terri Minns

The governors were encouraged to use the governor Hub to post any questions or comments about any information that is uploaded onto this portal.

The Chair thanked the HT for her very informative report.

## **5.2 Chair's Update**

The Chair informed the governors that there is nothing yet to report but once visits commence next term they should expect to receive some information on school developments.  
The Chair also confirmed that she had made contact with the DSL for a planned meeting in the summer term.

## **5.3 Governor Training and Visits**

The governors noted this item and were reminded that they can access some training modules to complete at home.  
The following governors have completed the Prevent training:  
Samantha, Andrew and Terri

## **5.4 Approve and Adopt Policies**

The governors were asked to consider the new RSHE policy circulated through the Governor Hub. Following previous discussion the governors were happy to agree and adopt the policy. The Head teacher will keep the governors informed of any new developments from the new curriculum being taught from the summer term.

## **5.7 Boleyn Trust updates**

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

## **5.8 Future agenda items**

The governors' agreed the following agenda items for the next meeting:  
Link Governor Reports  
Summer Dates  
Finance summary – New Budget agreement  
Staffing updates

## **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 dates:

**Summer Term**

Thursday 8<sup>th</sup> July 2021 at 18.00pm

The meeting is planned to take place in school. Governors will take part in a tour of the school prior to the meeting commencing.

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

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

Chair of Governors