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

<b>Date:</b>	Wednesday 27 <sup>th</sup> January 2021	
<b>Time:</b>	16.00pm	
<b>Venue:</b>	Via Zoom	
<b>Present:</b>	Carly Clarke Terry Mimms Akbar Uddin Andrew Bates Emma O'Connor	Co-opted Representative (Chair) Parent Representative Trust Governor Trust Governor Headteacher
<b>In attendance:</b>	Margaret Patient Steven Lock	Clerk Chief Operating Officer

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

The Chair welcomed everyone to the meeting, in particular the newly appointed governors to their first meeting. Everyone introduced themselves giving a brief summary of any experience they bring to the GB.

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. All new governors have completed the D of I on the GovernorHub.

### 3. CONSTITUTION AND MEMBERSHIP LIST

The Governors noted this item for information.

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

4.1 The minutes of the meeting held on Wednesday 1<sup>st</sup> October 2020 were agreed as an accurate record and will be signed by the Chair at a future date, hopefully by the next meeting.

4.2 All governors should access the Governor Hub to update any Declaration of Interest information and confirm they have read the uploaded documents. This applies to Keeping Children Safe in Education, Code of Conduct, and the Safeguarding, including the Level 1 training programme and finally the Academies Financial Handbook 2020.

There were no other actions arising.

### 5. MAIN BUSINESS AND STANDING ITEM

#### 5.1 Headteachers Report

The Headteacher, having circulated her report to the governors prior to the meeting, gave a brief overview of key updates since Christmas.

Remote Learning – Currently the school has 15% of its pupils in school, a total of 62. This number is split over KS1 and KS2 with seven nursery children attending as a part of the key workers and vulnerable families' category.

The school has given out 27 laptops with Wi-Fi top up.

The staff follow a rota system, currently 15 support staff along with 8 staff who support 1.1 pupils and 13 teachers per day. There have been a few cases of Covid over the last couple of weeks with about 30 positive covid or self-isolating members of staff but there are no cases of pupil infection. The school operates a strict cleaning regime over the school site as well as robust handwashing with staff and pupils.

The school has a successful remote learning model in place.

**GQ – The 27 laptops, was this the allocation you wanted and does it cover the school needs?**

The school currently has 103 pupils who claim free school meals, so it does not cover our needs. We have allocated the laptops to our most vulnerable pupils who can access the online learning.

**5.2 Tollgate COVID Risk Assessment**

The Covid Risk Assessment for this school was update on the 25<sup>th</sup> January but with no real changes We operate a robust cleaning regime, staff wear masks and we follow the new recommendation of bubbles of 10. The staff feel safe and happy with these arrangements and once the testing kits arrive they will be circulated.

The Risk Assessments are externally verified, a very thorough system that has been recognised by the LA.

**GQ – Do you review the arrangements within a times period?**

Regulations are followed.

**5.3 Tollgate – COVID Catch-up Grant Strategy**

The school has received £32,000, this equals £400 per pupil. This grant has been used in a number of ways as follows:

- Intervention support and catch up teaching
- Additional day for teacher
- Enhance curriculum
- Story teller
- Outside activities – climbing wall and resilience week. The climbing wall was very successful and this will be onsite again in the summer term.
- Orienteering course – using the local Canning Town recreational park to develop map and compass reading skills. This will continue for pupils once everything is back to normal and will be delivered by our sport coaches.

We are still waiting to hear is more funding will be released by the government.

We will run a catch –up curriculum for the summer term and then a full curriculum from September.

**GQ – Have you been able to deliver Occupational therapy sessions?**

All EHCP's have continued to be followed with specialists delivering their sessions and dyslexia assessment still being completed.

**GQ – Will there be an INSET for the story telling?**

This is planned for the summer term, delivery planned for May.

**5.4 Chair's update**

The Chair informed the governors that this is her second meeting as Chair and as yet, she has been unable to make a school visit. But plans for the summer term will include on -site visits for all governors as well as taking part in governor training.

The Chair conveyed a request from the Head teacher that the roles and responsibilities of governors be re-aligned in light of the new governors and that links for Reading, Pupil Premium and Remote Learning be included, with governors using their individual strengths to fulfil these roles.

**Action – Headteacher to prepare and circulate link governor remits for the next GB meeting to be held on 24<sup>th</sup> March 2021.**

**5.5 Governor Visits and Training**

Online training sessions will be circulated following the Boleyn Trust's in-house training development for governors and two sessions, GDPR and PREVENT will be available later this term.

Steven Lock will circulate the list again for governors to enrol on these recorded training sessions.

**Action – SL to circulate training information**

**5.6 Approve and Adopt Policies**

The governors were informed that there were no new or updated policies to review at this meeting.

**5.7 Boleyn Trust updates**

The governors were informed that the annual accounts have been agreed. The Trust is currently working on an ICT Strategy to ensure compliance is at the front of its delivery across all Trust schools.

A Trust Well-being Policy is now available that supports all staff in schools and includes the creation of Well-being Champions at each school who will co-ordinate this support network. The Trust also provides a Health Assured programme to support all staff with professional service if and when required on a confidential basis.

**GQ – What well-being support is provided for the pupils who are currently in school?**

All pupils are ok. Social workers and school counsellors are providing support using zoom sessions or online telephone systems. The children are missing their friends so we hold live streaming sessions on a Monday and Friday where they can see each other on screen. We also hold a Friday assembly. The Family Centre is working with families, helping them with vouchers, emergency food packages, benefits advice, topping up amenities and new social alliance schemes.

Sadly, there is an increase of domestic violence and the safeguarding team is working hard to support families affected by this.

All schools are waiting for Government updates about how everyone moves forward.

The Chair agreed to contact the school Designated Safeguarding Lead to arrange a meeting.

**Action – Chair to make contact with DSL**

**5.8 Future agenda items**

The Governing Board will receive an update on the school finances delivered by Steven Lock.

**Action – Steven Lock to prepare financial update**

The governors asked about a Pupil Premium update and the Headteacher confirmed that information was showing on the school website. The Headteacher's report also includes a termly update on pupil performance. The school is currently performing above national average expectations.

In the summer term the Headteacher will provide comparisons of pupil data that governors can scrutinise and consider the impact of how the school delivers the pupil learning as well as pupil premium standardised scores.

**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:

**Spring Term**

Wednesday 24<sup>th</sup> March 2021 at 16.00pm (time to be confirmed)

Agenda item – Finance Update by Steven Lock

**Summer Term**

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

The Head teacher encouraged the governors to email her with any questions or clarifications they may wish to raise before then next meeting.

There being no further business the meeting closed at 16.45pm.

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

Chair of Governors