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

<b>Date:</b>	Wednesday 8 <sup>th</sup> December 2021	
<b>Time:</b>	17.30pm	
<b>Venue:</b>	Tollgate Primary School – Conference Room	
<b>Present:</b>	Carly Clarke	Trust Appointed Governor (Chair)
	Samantha Sullivan	Parent Governor (Vice-Chair)
	Terry Minns	Parent Governor
	Akbar Uddin	Trust Appointed Governor
	Rachel Speed	Trust Appointed Governor
	Asha Choolhun	Trust Appointed 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 Susan Hammond.  
The Governors noted that the meeting was quorate. All the Governors confirmed they had received the papers for the meeting.  
The Chair welcomed Asha Choolhun to the governing body

### 2. DECLARATION OF INTERESTS

There were no declarations of interest on any item on the agenda. All governors present at the meeting completed Declaration of Interests forms and returned them to the clerk.

### 3. CONSTITUTION AND MEMBERSHIP LIST

#### 3.1 Vice Chair Election

The GB confirmed that governors unanimously re-elected Samantha Sullivan as Vice Chair for a period of 4 years at the last GB meeting held in October. This election was recorded in the minutes of that meeting.

#### 3.2 The GB noted the current governor membership.

The clerk will liaise with Steven Lock – Boleyn Trust to commence a recruitment process early in the New Year.

The governors present at the meeting were asked to reach out to local businesses and community members to source new governors from the local area for any future recruitment.

**Action – Clerk to liaise with Steven Lock**

The Chair will also follow up contacts with the One Stop Shop, governor recruitment service.

**Action – Chair**

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

4.1 The minutes of the meeting held on Wednesday 13<sup>th</sup> October 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.

4.2 There were no actions to follow from these minutes.

There were no matters arising.

## 5. MAIN BUSINESS AND STANDING ITEM

5.1 Declarations of Interest – All governors present at the meeting completed a Declarations of Interest form and returned them to the clerk.

5.2 Code of Conduct - All governors to read and sign the Code of Conduct as soon as possible  
**Action – Clerk to upload the Code of Conduct to the Governor Hub**

5.3 Complaints Panel / Exclusion Panel – The governors agreed that all current governors would form the complaints panel and Exclusion panel when required.

5.4 Safeguard Training – The Headteacher will ensure the link for the Level 1 Safeguard training is circulated to all governors.  
**Action – Headteacher to ensure governor access for the training module**

5.5 Keeping Children Safe in Education – All governors can access the update Keeping Children Safe in Education 2021 on the Governor Hub. All governors should ensure they have read and understood Part 1 and Part 2 of this document as well as understanding the changes highlighted by the Headteacher about sexual harassment.  
**Action – All governors to read the uploaded documents**

5.6 Safer Recruitment Training - The Headteacher has completed the Safer Recruitment in Education training for this academic year. The Chair and Vice Chair will complete the training module in the Spring term.  
**Action – Clerk to email training link to the Chair and Vice Chair**

5.7 Link Governors – The governors agreed to remain with the same link governor commitment for this academic year.  
All governors have completed visits to the school and met with their linked staff member for their area of responsibility.  
A school visit pro-forma was completed by the governors and shared with the GB.

**SEND & EYFS – SS** met with the Inclusion Manager and the following areas were covered during the meeting:

- SEND Policy
- Nursery and Reception – Early identification of pupil needs has been made more difficult due to the Covid restrictions.
- Inclusion Mapping – Interventions on track now with the Tollgate Catch-up Book used and Google Cloud to upload lessons that are manageable for pupils to complete and aid plugging the gap in their learning
- The Resourced Provision currently has over 30 children, which is far more than the 14 the school should be managing. Current funding streams from the LA are proving difficult to access with a reduction of funding allocations not stretching to meet the needs of pupils.
- The school buys in an Educational Therapist service that includes speech and language, school counselling and educational psychology.
- The school delivers Wave 1, 2 and 3 booster lessons for pupils presenting learning needs.

### Early Years Curriculum

- Observed EY lesson, play, games and inter-active toys used to support the new curriculum. Training resources matched what was being used in other Boleyn Trust schools.
- Teacher assessment tool used that is picture based, enables comments and then next target for learning.
- During the school visit the children were happy and working well within their classrooms.

The visit was really interesting and evidence what the school does to support children in their learning.

#### **Finance and Resources visit completed on the 24<sup>th</sup> November - AU**

- Every class visited – the atmosphere was clam and purposeful
- HT keeps to a tight spending system and tracks allocated expenditure (maximum £400 approval limit) that has not been used. This is achieved by working closely with the Boleyn Trust Academies Finance team.
- Funding for pupils with EHCP's takes too long to come through from the LA
- Attended the LA coffee morning and raise concerns with the LA but parents need to be more vocal about how the funding allocations is agreed.
- No early years screening completed as part of the mainstream admissions and this have implications when a pupil then have learning needs.

#### **Health and Safety visit – TM**

- Met with the Deputy Headteacher and the Boleyn Trust Estates Manager
- Observed very thorough systems in place
- Walked the school with the DHT and everywhere was clean and tidy with the classrooms uncluttered and actively being used.

#### **Safeguarding visit – CC**

- Met with Safeguarding lead NJ
- Information shared within parameters
- Systems used, numbers of pupils and reviewing mechanisms observed
- Weekly meetings held to share information and assess pupils needs and developments
- Ofsted focus followed to ensure Peer on Peer abuse is managed in the school – pupil voice listened too, using varies techniques
- Training for lunchtime staff – playground focused
- School Counsellor and Outside agency interaction
- School Community Hub runs parents meetings, coffee mornings, mental health support groups for parents
- Staff support made available as many issues and circumstances that they deal with are very difficult
- Very thorough systems and data storage evidenced to support pupils moving through different pathways of support
- Many parents have lost their jobs, have less money and sadly there has been an increase of domestic violence
- Unfortunately social care is in crisis and social workers change constantly

The Headteacher thanked the governors for the time they allocated to the school visit and emphasized the importance of completing a visit on a term by term basis.

**Action – All governors to arrange their spring term school visit and use the form to record any information to share with the GB**

5.8 Headteacher's Report

Attendance – The Headteacher informed the GB that pupil attendance is currently 96.8, above the national requirement.

**GQ – Have you had to close any classes this term?**

No class closures as there are no bubble to close now following the covid guidance. If there are concerns about covid health then a PCR test must be taken.

**GQ – What has the covid impact meant for the school?**

There has not been any cases amongst the staff and only four cases to report for pupils. The cleaning staff have worked very hard to keep the school clean and safe.

5.9 Autumn Data Update - School Development Plan

The Headteacher shared with the governors' information about Standardised Score Tracking. Autumn data provided a standardised score for reading, mathematics and SPAG for each cohort from reception to year 6. The scores shown identified all pupils performing well with some as much as four to five months ahead of their age related learning.

The Headteacher feels confident that the intervention strategies are working well to close learning gaps and actual class teaching performance is providing the richness of learning that the pupils require.

Pupil Premium Tracking – Standardised Scores

This information was broken down in pupil premium and non-pupil premium pupils and it was evident that all pupils are performing well across the key subject groups and at age related expectations.

Year 2 phonics testing will commence before the end of this term.

5.10 Chair's Update

The Chair attended the Boleyn Trust Finance meeting.

5.11 Academies Financial Handbook

The updated Academies Financial Handbook has been uploaded to the Governor Hub for the governors' attention.

5.12 Governor Visits and Training

Schools visits have been completed by the following governors:

Carly Clarke  
Samantha Sullivan  
Terry Minns  
Akbar Uddin

Verbal feedback reports can be found under agenda item 5.7 – Link Governors  
School visits are planned for the spring term, before the full GB meeting takes place.

There were no reports tabled concerning governor training for this meeting. The governors will consider their training needs for next term.

5.13 Policies Update / Monitoring Schedule

The Headteacher informed the governors that all the school policies were on the school website and will be uploaded onto the Governor Hub when they are due to be reviewed and updated.

As already highlighted by the Headteacher, the Curriculum Policies will be revised by the school leaders on a 2 year cycle. The GB will be informed as to when they will be available to read and approve them ahead of the next meeting.

5.14 Boleyn Trust updates  
The Chair reported no Boleyn Trust updates for this meeting.

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

Governor Visits for the spring term  
Spring Data - Pupils (SDP)  
Finance Mid –year Update

**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:

**Spring Term**  
Wednesday 30<sup>th</sup> March 2022 at 17.30pm

There being no further business the meeting closed at 18.50pm.

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

Chair of Governors