



GATEWAY PRIMARY SCHOOL

Lifelong love of learning

Minutes of the Meeting of the Full Governing Board Monday, May 20th, 7-9pm

Gateway Governors are:

- Kayleigh Anstee (KA) - Headteacher
- Gill Lock (GL) - Staff Governor.
- Mike Caffrey (MC) - Co-opted Governor
- Kelly Mahon (KMa) - Co-opted Governor
- Kevin Moyes (KM) - LA Governor
- Helen Lynch (HL) Co-opted Governor
- Roxanne Fenton (RF) Parent Governor.
- Rebecca Scott (RS) Parent Governor.

In Attendance

- Jonathan Smith (JS) - OCC Governor Services

Item No	Topic	Minute	Document Reference	Action
1.	Welcome	KM welcomed all to the meeting. The meeting began at 7pm and was quorate.		
2.	Apologies for absence	Apologies were received and accepted from Roxanne Fenton and Mike Caffrey.		
3.	Urgent Additional Items	There were no urgent additional items.		
4.	Declarations of Interests	Kevin Moyes is Chair of Governors at Five Acres Primary School in Bicester, Carterton Primary School and Bloxham Primary School, He has also been commissioned to undertake work for the Ridgeway Education Trust. Mike Caffrey is a Governor at Rissington School in Gloucestershire. Gill Locke, Staff Governor, is also the school Business Manager. Kayleigh Anstee is a Governor at Five Acres School.		
5.	Approval of FGB Minutes	The minutes of the FGB Meeting held on March 25 th , 2024, were approved by Governors. All outstanding actions are included in the agenda.	5.1 Minutes of March 25 th 2024 5.2 Action Log	
6.	Matters arising not covered on the agenda	There were no new matters arising.		
7.	Headteacher's Report	KA presented the May Headteacher's Report. Key issues:	7.1. Written HT report to include School Admin data;	

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		<ul style="list-style-type: none"> • There are 274 children on roll; 15% are SEN and 61% are Service Premium • There will be 45 children in Reception in September 2024 • Two colleagues resigned at Easter to following family relocations. A temporary appointment has been made and the additional hours have been covered by an internal arrangement. This arrangement will ensure that the school is fully staffed this term. • Staff absence continues to be an issue. However, the school has managed to recruit an experienced supply teacher to cover a long-term sickness. • 3 new members of staff have been appointed and will start in September 2024. The school received a large number of applications and senior staff are delighted with the quality of the appointees. One is a very capable ECT, and the others are experienced and keen to develop their careers at the school. • The family support worker's job description will be assessed this term and her remuneration reviewed. She is a DDSL and has a substantial and growing role in the pastoral support system. • A 1.5 day exclusion has been required. All procedures have been followed, a readmission plan is in place and parents are cooperative. • West Oxfordshire has suffered an outbreak of chicken pox and there have been 424 sessions missed during Term 5. • KS2 SATs are now complete. Staff generally felt that the papers were fair. The results are due on Tuesday 9th July. • Enrichment activities this term will include a trip to Jonathan's Jungle by EYFS children, a whole school trip to RAF Museum on July 16th, a visit to Stonehenge by year 3 and 4 and a visit to Farmer Gow's by Year 1 and 2. <p>A Governor noted that the 2024-5 curriculum will require some flexibility and colleagues may not teach the same year group, class or key stage next year. She asked if any conversations about deployment have taken place. KA confirmed that some conversations have taken place and several staff have shared their wishes with her. However, the final allocation of staff to teaching groups will be determined by the needs of the children and the specific expertise and skills of each member of staff, not personal preference.</p>	attendance; incident reports; SDP progress update; confirmation that staff JDs are all up to date, review staff attendance	
8.	Update from the Chair	There were no new issues to share with Governors.	General Correspondence and any national or local governance issues	



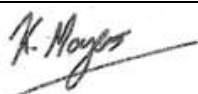
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9.	SEF and School Improvement Plan	<p>KA presented the revised Term 5 2024 SEF. This continues to use judgements that reflect the OFSTED grades. The context section has been updated after the parent survey, but the judgements remain:</p> <table border="1" data-bbox="512 353 1007 566"> <tr> <td>Quality of Education</td> <td>Good</td> </tr> <tr> <td>Behaviour</td> <td>Good</td> </tr> <tr> <td>Personal Development</td> <td>Outstanding</td> </tr> <tr> <td>Leadership and Management</td> <td>Good</td> </tr> <tr> <td>EYFS</td> <td>Good</td> </tr> </table> <p>A Governor asked if any of the areas graded 'good' are close to becoming 'outstanding'. KA felt that SEF judgements are accurate. 'Outstanding' requires a level of consistency that can only exist when school improvement strategies are totally embedded and practised by the whole school community. However, a recent peer visit (conducted by two experienced Oxfordshire Headteachers) concluded that EYFS practice at Gateway is particularly strong and 'better than good'. KA will reassess the SEF EYFS grade when the written peer report is in school.</p> <p>The School Improvement Plan has been colour-coded, and an updated version was circulated to Governors before the meeting. The SIP is largely green and many of the amber items will be completed during this term. The only red items relate to the development of phonics skills for the Teaching Assistants. This objective has been affected by operational issues.</p> <p>A Governors asked KA to list her 'big successes' of 2023-4. KA felt that pupil books are much improved, more consistent, and now provide accurate evidence of learning. She added that the school's membership of the Maths Hub has, and will, make a significant impact on the teaching of numeracy throughout the school. She feels that many of the SIP objectives have been realised and progress has been 'as expected' although the pace of change has been restricted by staffing issues. The reading objective is likely to continue into 2024-5.</p> <p>The key development issues in 2024-5 are likely to be:</p> <ul style="list-style-type: none"> to maintain good teaching and learning and improve classroom practice. to continue to develop the school's ethos and values, enhance the reputation of the school and thus continue to enrol additional pupils. to continue to develop expertise in phonics. to sharpen pupil vocabulary and knowledge in all classrooms. <p>The latest pupil targets are:</p> <ul style="list-style-type: none"> EYFS 80% GLD. Phonics 76% achieve a score of 34 or more. KS1 SATS (EXS) Maths 72%, Writing 70%, Reading 75% and combined 60%. KS2 SATS (EXS) Maths 80%, Writing 75%, Reading 82% and combined 60%. Year 4 multiplication - average score of 18. 	Quality of Education	Good	Behaviour	Good	Personal Development	Outstanding	Leadership and Management	Good	EYFS	Good	<p>9.1 2023-4 SEF</p> <p>9.2 2023-24 SDP</p> <p>9.3 2024-5 SDP</p> <p>9.4 Pupil targets, any adjustments following latest data drop?</p>	KA
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		<p>A Governor asked if any of the targets had changed significantly since Christmas. KA confirmed that the phonics success rate had been reduced from 83% to a more realistic 76%.</p>																																	
10.	<p>Governor updates since last meeting</p>	<p>KA circulated DD3, the latest pupil attainment and progress data before the meeting.</p> <table border="1" data-bbox="513 405 1203 692"> <thead> <tr> <th></th> <th>Attainment - just at or above expected level</th> <th>Progress - meeting expected levels of progress.</th> </tr> </thead> <tbody> <tr> <td>Year 1</td> <td>71%</td> <td>96.9%</td> </tr> <tr> <td>Year 2</td> <td>61.8%</td> <td>89.7%</td> </tr> <tr> <td>Year 3</td> <td>62.8%</td> <td>76.2%</td> </tr> <tr> <td>Year 4</td> <td>75.6%</td> <td>95.2%</td> </tr> <tr> <td>Year 5</td> <td>60%</td> <td>72.4%</td> </tr> <tr> <td>Year 6</td> <td>66.7%</td> <td>81.4%</td> </tr> </tbody> </table> <p>Phonics performance is:</p> <table border="1" data-bbox="513 786 1198 976"> <thead> <tr> <th></th> <th>Meeting or exceeding the phonic benchmark</th> </tr> </thead> <tbody> <tr> <td>Autumn DP1</td> <td>0%</td> </tr> <tr> <td>Autumn DP2</td> <td>11.8%</td> </tr> <tr> <td>Spring DP1</td> <td>20.6%</td> </tr> <tr> <td>Spring DP2</td> <td>40%</td> </tr> </tbody> </table> <p>Governors agree that the attainment and progress data is encouraging. However, they note that data is only ‘part of the picture’ and the evidence gathered from monitoring visits, pupil voice exercises and by looking at books is often more valid.</p> <p>KA explained that staff absence data has been skewed by several longer-term absences. A KS2 colleague has been absent since November, a Teaching Assistant was granted 2.5 weeks compassionate leave following a bereavement and another colleague has received fractures from an accident and is currently off school. However, KA reports that day-to-day attendance is good, staff have managed to avoid the various bugs in circulation and the usual one or two-day sickness absence has been rare.</p> <p>A Governor asked if staff job descriptions are up to date and accurate. KA and GL explained that most are fit for purpose, but some UPS job descriptions require slight adjustment. This work is in hand.</p> <p>A Governor asked if there are any current staff well-being issues. KA confirmed that morale is good. Staff are all working hard and looking forward to the half term break. However, the staffroom is vibrant and full of laughter. There is a strong culture of mutual support and staff always ‘rally around’ to help each other when there is a problem.</p>		Attainment - just at or above expected level	Progress - meeting expected levels of progress.	Year 1	71%	96.9%	Year 2	61.8%	89.7%	Year 3	62.8%	76.2%	Year 4	75.6%	95.2%	Year 5	60%	72.4%	Year 6	66.7%	81.4%		Meeting or exceeding the phonic benchmark	Autumn DP1	0%	Autumn DP2	11.8%	Spring DP1	20.6%	Spring DP2	40%	<p>Governor Reports/updates, other governor Monitoring Reports/updates, and external notes of visits (not covered elsewhere on the agenda) May pupil attainment and progress data pack DD3</p> <p>Staffing Recruitment, appointments, and any other staffing issues (to include staff welfare).</p> <p>Finance</p>	
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		<p>GL circulated the Period One (April) Budget CFR before the meeting. The budget is 'on-track'. Revenue Income is £1,641K and Revenue Expenditure is £1,618K. The Capital Expenditure budget for the year is £24.5K.</p> <p>KA confirmed that the Budget has met the requirements of the agreed deficit plan brokered with the LA. The budget is 'tight' and continues to limit additional support available in the classroom. The school continues to employ TAs on temporary contracts. GSA are hoping to contribute to the cost of enrichment activities and, for example, may be able to support the new the French and music learning schemes.</p> <p>KM confirmed that Governors have met with representatives of the River Learning Trust, the Faringdon Learning Partnership and The Mill. They will meet with representatives from The Ridgeway Educational Partnership this term. KM reports that each Trust seems to have contrasting characteristics and there is a notable difference in their energy, commitment and passion.</p> <p>KM undertook a general monitoring visit on 7th May. He first made such a visit at the start of the year and was therefore able to objectively note improvements (or otherwise). He notes a tangible sense of progress, excellent pupil behaviour and consistent classroom practice. His report will be posted on GovernorHub.</p> <p>GL confirmed that there are no significant premises issues. An external side-gate will be adjusted to make it less easy for children to open.</p> <p>KA reported that several community activities are planned this term.</p> <ul style="list-style-type: none"> • The Parent Association have planned a colour run on the last day of this term. This was very successful last year and is expected to make over £1,300. • The Royal Navy community engagement team will visit school to deliver some free, team building activities in the new school year. • The summer fete will take place on 28th June. <p>KA explained that the website has recently been refreshed with new and up to date images and content in anticipation of September recruitment.</p> <p>GL circulated external booking and premises hire details before the meeting. In 2022-3 and 2023-4 the budget anticipated £10,000 worth of premises hire each year. In 2022-33, £10,915 was received and 2023-24 £10,089 was received. Hire rates vary between £20ph and £28ph depending on the space being used. The facilities are used by Tae Kwan Do, Karate, dance,</p>	<p>10.1 Period 1 Budget CFR (GL) 10.2:</p> <p>Academisation - open forum</p> <p>Teaching, Learning and Inclusion 10.4 Governor Monitoring Feedback.</p> <p>Premises 10.5 Premises update</p> <p>Community 10.7 Community activities planned or undertaken (verbal update)</p> <p>10.8 Revise prospectus type information on the school's website.</p> <p>10.9 Review Hall bookings/usag e and discuss promotion of community hall and community engagement.</p>	



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		<p>yoga, FJB Football, Footy Kids and the 'Thingumyobobs' theatre company.</p> <p>A Governor asked if the school is able attract more 'one-off' hirings. KA explained that the school can be hired for children's parties, but adult social events are not encouraged. The school is set in a quiet, residential neighbourhood and large gatherings could be disruptive. Moreover, the additional 'locking up and clearing up' cost may be more than the hire charge.</p>		
11	Safeguarding	<p>KA reports that safeguarding team at school, continues to be busy.</p> <p>KMa undertook a safeguarding monitoring visit on 25th April. She met with Sarah Gardner and completed a site walk through. Her she focused on the deficit issues raised by the latest safeguarding audit. She notes that the site is secure and that staff on duty at the start and end of the day are visible and proactive. Safeguarding information is available in the foyer for all visitors, and this includes DSL contacts and Operation Encompass contacts. She added that students were particularly polite and courteous.</p> <p>The actions identified in the audit were.</p> <ul style="list-style-type: none"> • That a new member of staff had yet to receive a DBS check • The 'Seen and Heard' pamphlet has not yet been distributed to parents. • The Lettings Policy requires a review (regarding safeguarding). • Operation Encompass training for adults <p>KMa reports that these issues have already been actioned.</p>	<p>Any Safeguarding, Bullying or racist incidents to report since the last meeting.</p> <p>11.1 Governor safeguarding monitoring</p>	
12	Health and Safety	<p>MC has undertaken a Health and Safety and general premises walk-through. The notes will be posted on GovernorHub when ready.</p>	<p>Any H&S incidents to report to Governors.</p>	
13	GDPR	<p>GL confirmed that additional network filtering capacity has been added to the school platform, to comply with KCSIE 2023.</p> <p>KMa will undertake monitoring of the ICT filtering system (as required by KCSIE 2023) within her safeguarding brief.</p> <p>There are no data leaks or FOI requests to report.</p> <p>The school has received a solicitor's request to make available an historic personnel file. This action is underway.</p>	<p>13.1 GDPR policy/Data protection Policy</p>	
14	Governor Business and Communication	<p>The monitoring schedule remains on track. KMa will undertake a phonics learning walk on June 18th, HL will attend the KS1 pupil progress meeting on June 4th and KMa will attend the EYFS pupil progress meeting on June 6th.</p>	<p>14.1 Agree Governor Monitoring schedule May to July 2024</p> <p>14.2 Recruit Parent Governor</p>	



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		<p>The Governing Board has a vacancy for a Parent Governor and a Co-opted Governor. The positions will be readvertised in the newsletter.</p> <p>KMa is unable to attend the July meeting.</p>		
15	Governor Training Update	<p>RF completed Governor Induction A and B in November 2023</p> <p>HL attend Understanding External Performance Data on 30th November and achieved Safeguarding Level 2 on 31st January 2024</p> <p>KMa attended successful chairing on 23rd November.</p> <p>KMa attended safeguarding level 3 on 31st January, Holding the School to Account on 28th February and Budget Construction on 30th January. She attended a course on Inclusion on 18th January.</p> <p>RS attended Safeguarding Level 2 on 16th January 2024 and Governor Induction B on 13th March 2024. She will attend Armed Forces Children - Governors' Responsibility on May 5th.</p> <p>KM attended Induction B on 14th May 2024</p> <p>RS will attend the Forces Governor free-event on 9th July and HL will attend complaints training on 8th June.</p> <p>JS will attend the Clerk's briefing on 4th June</p>	Governor training undertaken or planned since last meeting. Reports/knowledge sharing on training undertaken since last meeting.	
16.	Policies Review/for approval (as per policy schedule)	<p>Attendance Policy 2024</p> <p>Staff Stress and Well-being Policy 2024</p> <p>Capability of Staff Policy 2024</p> <p>Children with Medical Needs who Cannot Attend School Policy 2024</p> <p>The policies were approved by Governors</p>	16.1 Update Policy Tracker 16.2 Equality Plan update.	
17.	Community Communication	<p>KM reminded colleagues that the Board has agreed to provide parents with a summary of the items discussed at each FGB meeting. It was agreed that this information will be included in the school newsletter. KM will provide the next summary. It will include:</p> <ul style="list-style-type: none"> The parent Governor vacancy SATS - excellent attitude and attendance School decision to continue with KS1 SATS Thanks for support during the chickenpox outbreak. Parent Association events. 	Agree key meeting messages for May newsletter	
18.	Non-Standing items for the next FGB Meeting (as per LA Annual Schedule, Governance Schedule, Governor Monitoring Schedule, and Policy Planner) plus actions from	<ul style="list-style-type: none"> Conduct self-review of governing body effectiveness: include succession planning, training needs and review of all governance policies if applicable. Consider Governance objectives for the year - SDP Target Identify Provisional SDP targets for 2024-5. 		



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	this meeting. Other relevant topics	<ul style="list-style-type: none"> • Present a draft version of the end of year community report for comment. • AP3 data if available • Summer premises development plans • Academisation • End of year report - include a verbal report on KS2, KS1 SATs attainment. • Review Admissions Policy - Link to Oxon (annual requirement). • Approve the annual school public sector equality duty statement. • Review exclusions for the year. • Appoint all Lead Governors, including Safeguarding, Class link governors and review guidance. • Appoint governors to conduct Head’s appraisal in the autumn; ensure they are or will be trained; appoint External Adviser. • Confirm whistleblowing arrangements and whistleblowing • Governor are in place. • Agree Governor work schedule for the year. • Agree delegation planner 2024-5 • Agree standing orders 2024-5 • Agree Governor meeting dates 2024-5 										
19.	Dates of next meetings – 7pm in school	<table border="1" data-bbox="432 1653 1209 1731"> <thead> <tr> <th>Date</th> <th>Start</th> <th>End</th> <th>Meeting</th> </tr> </thead> <tbody> <tr> <td>Mon 24 Jun 2024</td> <td>19:00</td> <td>21:00</td> <td>Full Governing Board</td> </tr> </tbody> </table>	Date	Start	End	Meeting	Mon 24 Jun 2024	19:00	21:00	Full Governing Board		
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20.	Reflection	Colleagues felt that the meeting was well organised and chaired with colleagues having time to read and understand a large number of documents before the meeting.										



K. Moyes