



GATEWAY PRIMARY SCHOOL

Lifelong love of learning

Minutes of the Meeting of the Full Governing Board Monday, March 25th, 7-9pm

Gateway Governors are:

- Kayleigh Anstee (KA) - Headteacher
- Gill Locke (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. The meeting was held at online.		
2.	Apologies for absence	Apologies were received and accepted from MC, ES, RF and HL.		
3.	Election of Chair of Governors	Emma Smith resigned from the Board on 28 th February 2024. Governors felt it appropriate to return to a single, rather than joint, Chair of Governors model going forward. Following an election, Kevin Moyes was appointed to this role. JS will update the formal record with this new information.		JS
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 January 29th 2024, were approved by Governors. All outstanding actions are included in the agenda.	5.1 Minutes of FGB Meeting held on Jan 29 th 2024 5.2 Action Log	
6.	Matters arising not covered on the agenda	There were no new matters arising.		

Item No	Topic	Minute	Document Reference	Action										
7.	Headteacher's Report	<p>KA presented the March HT report. Key issues include:</p> <ul style="list-style-type: none"> • There are now 280 children on roll. • Some of the new arrivals have high needs. • Attendance is 95%. • Three different children have received fixed term exclusions totalling 3.5 days. Reintegration plans are in place, parents have been fully engaged and the incidents have not reoccurred. • There has been one long term staff sickness. Other staff illness, often involving several consecutive days of absence, has placed a strain on those who are required to cover. It has led to an increase in cover expenses, a reduction in the capacity of school leaders to undertake development work, and redeployment of TA's away from their core business. • The KS1 teaching vacancy has been filled. • A parent survey is currently underway. This will identify out-of-school reading habits and the capacity of parents to support reading at home. • The new whiteboards have made a positive impact on learning. Staff can use them more intensively and they are more reliable. • Staff have been urged to declutter classrooms. <p>A Governor asked if school leaders were receiving support from Hants HR regarding the long-term absence. KA confirmed that support is forthcoming but that the process seems slow. For example, the various parties take weeks rather than days to respond to letters.</p> <p>A Governor asked if staff absence has affected pupil behaviour. KA accepted that low level poor behaviour can 'bubble up' if a different teacher or TA are in a class. However, more serious poor behaviour remains at a very low level.</p>	7.1. Written HT report to include School Admin data; 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.	.											
9.	SEF and School Improvement Plan	<p>KA presented the revised Spring 2024 SEF. This continues to use judgements that reflect the OFSTED grades. The context section has been updated but the judgements remain:</p> <table border="1"> <tbody> <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> </tbody> </table> <p>KA notes that it was easier to provide hard evidence to support SEF grades before the OFSTED visit. Monitoring visits by external professionals during 2022-3 provided a 'second opinion' that supported (or otherwise) her SEF judgements. These visits have become less frequent following the successful OFSTED visit last year.</p> <p>The School Improvement Plan 'Key Priorities' remain:</p> <ul style="list-style-type: none"> • A continuation of the strategy to improve phonics teaching. • Curriculum development in several subjects including Humanities and ICT • The consistent application of 'Good for Gateway Version 3' • Continued promotion of a 'love for reading'. 	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 Pupil targets, any adjustments following latest data drop?</p>	
Quality of Education	Good													
Behaviour	Good													
Personal Development	Outstanding													
Leadership and Management	Good													
EYFS	Good													



Item No	Topic	Minute	Document Reference	Action																					
		<ul style="list-style-type: none"> The continued promotion of the school's OFSTED 'Good' status in the local community A longer-term three-year plan (to include premises developments, catering etc). A consideration of the income generating potential of wrap-around care. <p>KA Reports that staff absence has prevented some developments from proceeding at the expected pace. Nevertheless, improvements in phonics teaching now appear to be embedded and curriculum development has been supported with a vocabulary 'drive' in all subjects. Progress in mathematics and English continues. KA adds that the school's reputation seems more secure. Tours of prospective parents continue and it is clear from conversations that the community has a positive perception of the school.</p> <p>A Governor asked how the recent writing moderation exercise held at StJohn's will support assessment. KA reminded Governors that she and school leaders have long felt that writing assessment judgements at Gateway are too cautious, and that staff tend to err on the side of caution. Teachers who have a class for two years can defer assessment decisions that should be awarded in year one until they are absolutely confirmed in year two. The moderation activity has helped set more appropriate benchmarks and the use of SATS test papers has also helped staff understand national thresholds.</p> <p>The latest pupil targets are:</p> <ul style="list-style-type: none"> Year 6: 82% ARE+ in reading, 87.5% ARE+ in maths and 80% ARE+ in writing. The combined target is 75% The Year 1 phonics target is 83% on or above the required standard. KS1 SATS targets are 68% ARE+ in maths, 64% ARE+ in writing and 74% ARE+ in reading. 																							
10.	Governor updates since last meeting	<p>Data Pack Three was circulated ahead of the meeting. The headlines are:</p> <table border="1" data-bbox="513 1308 1177 1565"> <thead> <tr> <th></th> <th>% reaching or exceeding expected standard in writing</th> <th>% reaching or exceeding expected standard in mathematics</th> </tr> </thead> <tbody> <tr> <td>Year One</td> <td>67.6</td> <td>82.3</td> </tr> <tr> <td>Year Two</td> <td>68.8</td> <td>71.9</td> </tr> <tr> <td>Year Three</td> <td>67.5</td> <td>67.5</td> </tr> <tr> <td>Year Four</td> <td>69.7</td> <td>83.8</td> </tr> <tr> <td>Year Five</td> <td>80.6</td> <td>83.9</td> </tr> <tr> <td>Year Six</td> <td>75.6</td> <td>77.7</td> </tr> </tbody> </table> <p>The Year 5 combined score (at the expected level or above) is 64.5% and the Year 6 combined score is 66.7%. The whole school, working at or above score is 66.7%.</p> <p>KA confirmed that Pupil Progress Meetings have taken place with each class teacher and appropriate interventions are in place.</p> <p>KMa made a monitoring visit to school on 21st March in support of this process. Rather than undertaking an independent learning walk, she observed how KA and senior leaders at school undertake a classroom visit. She noted how senior staff interact with colleagues during a visit and was able to make judgements about the quality of teaching and professional practice, by assessing this process. She notes that</p>		% reaching or exceeding expected standard in writing	% reaching or exceeding expected standard in mathematics	Year One	67.6	82.3	Year Two	68.8	71.9	Year Three	67.5	67.5	Year Four	69.7	83.8	Year Five	80.6	83.9	Year Six	75.6	77.7	<p>Governor Reports/updates, other governor Monitoring Reports/updates, and external notes of visits (not covered elsewhere on the agenda) February pupil attainment and progress data pack DD3</p> <p>Staffing Recruitment, appointments, and any other staffing issues (to include staff welfare). First consideration of 2024-5 staffing structure</p>	
	% reaching or exceeding expected standard in writing	% reaching or exceeding expected standard in mathematics																							
Year One	67.6	82.3																							
Year Two	68.8	71.9																							
Year Three	67.5	67.5																							
Year Four	69.7	83.8																							
Year Five	80.6	83.9																							
Year Six	75.6	77.7																							



Item No	Topic	Minute	Document Reference	Action
		<p>the expectations of senior staff are high. For example, teacher feedback in books is monitored during a visit to ensure that it meets the consistent standards required by 'Good for Gateway' and any anomalies are identified and shared with the member of staff. Senior staff confirmed that each child started the lesson at a different point, thus ensuring that learning was fully differentiated. KMa concludes that all the classroom procedures observed during her visit were clear and consistent.</p> <p>A Governor asked if staff morale remained strong. KA explained that staff are tired at the end of a long and busy term but remain positive. A staff social will take place at the end of term, a recent PTA bingo session was well attended, and the staff room remains busy and lively. Several staff are leaving at Easter and, as there has been little staff turnover since the pandemic, the new arrivals will have a significant impact.</p> <p>A Governor asked if the staffing structure will change in 2024-5. KA confirmed that the school will retain 11 classes and a leadership team of 6 staff. It is likely that middle management will be augmented and restructured as the school grows.</p> <p>KM confirmed that KA's interim appraisal is now complete.</p> <p>Governors agreed to establish an informal working group to discuss academisation. The group will include KA, KM, GL and HL. The group can report back to the Board at each meeting.</p> <p>GL circulated the period 11 CFR before the meeting. Revenue income has variance of +£13,627 and revenue expenditure is £6,148 less than expected, reducing the final outturn deficit position by approximately £20,000. Additional income has been received from a DfE salary top-up, SEND funding, lettings (the panto) and the extended school provision.</p> <p>All the capital funding has been allocated.</p> <p>KM made a finance monitoring visit to school on March 15th. In addition to the financial position mentioned above, he reports:</p> <ul style="list-style-type: none"> • The wrap around snack/food provision has gained the highest grading (5/5) following a spot hygiene inspection. • Wrap around care has required high initial fixed costs but will generate a helpful income stream henceforth. • Energy costs will be 20% higher next year. • The school has accessed a £70,000 sustainability loan and this will be invested in solar panels and LED lighting. This development is popular with staff children and parents. The loan will be repaid over 14 years. • The cleaning contract has been renewed but the grounds maintenance contact has moved to a new provider, SW Grounds. • The three-year budget is based on 292 children on roll in October 2024 and 315 children in the following year. <p>A Governor asked if the historic federation deficit repayments are to continue as planned. He asked if the school has managed to renegotiate more favourable repayment terms with the LA. GL explained that OCC offered the school a five year rather than three-year repayment term. However, school leaders feel that this would</p>	<p>Finance 10.1 Period 10 Budget CFR (GL) 10.2: Academisation - open forum 10.3 Start work on drafting budget for the coming year. 10.4 Agree purchase of external services.</p> <p>Teaching, Learning and Inclusion 10.5 Quality First Teaching report 10.6 Mid-year review of PE & Sport Funding Plan 10.8 Mid-year reviews of: Effectiveness of Pupil Premium Funding and SEND funding (Strategic Plans); report on any budget implications 10.9 Governor Monitoring visit feedback</p> <p>Premises 10.10 Report on Governor inspection of premises and grounds including reporting on security and on monitoring of energy and utility bills to support sustainability. Review insurance arrangements and premises costs</p>	<p>HL, KA, KM</p>



Item No	Topic	Minute	Document Reference	Action
		<p>just 'extend the pain' and the benefits of removing this obligation quickly outweigh any gains from smaller monthly repayment costs.</p> <p>10.5 The Quality First Teaching Report was shared with Governors before the meeting. The report assesses the impact of formal and informal learning walks and in-depth subject specific monitoring. The report concludes that professional practice in all classrooms is more consistent. The report identifies the need to develop handwriting (and cursive writing) further.</p> <p>A Governor asked how handwriting will be improved. KA felt that the whole school needs to refocus on 'when and how' handwriting is taught. An improved and consistent handwriting strategy will require INSET, external support and staff meetings. The school has commissioned a programme call 'Letterjoin' to support this activity. https://www.letterjoin.co.uk/</p> <p>The Service and pupil premium statement reviews the attainment and progress performance of this cohort and the impact of PP/S premium spending. 71% of PP children in Year 6 are set to meet the expected level in reading and 1 out of the 3 PP children in Reception/Year 1 are set to meet the required phonics standard. The other two PP children currently below the standard are in receipt of extensive support. The attendance of service children is 95% (school average 95%) the attendance of FSM children is 91.5% and SEN attendance is 94%. Penalty notices have been issued when appropriate.</p> <p>KA circulated the Gateway swimming data before the meeting (as per DfE requirements). 73% of children can swim 25 metres, 89% can perform self-rescue techniques and 86% of children can use a variety of swimming strokes. KA noted that Sport Premium funding has been used to finance additional instruction.</p> <p>The SEND funding report was circulated before the meeting. KA feels that it may be more helpful in future to divide the 50 SEND children into more manageable strands based on need. The group is too big and too differentiated to provide generic evidence of impact.</p> <p>KA confirmed that fresh new prospectus type material has recently been added to the website.</p> <p>A Governor asked if PTA activities were self-supporting or if they required a significant commitment from staff. GL confirmed that fund raising activities rarely require staff input and are popular with colleagues.</p>	<p>Community 10.11 Community activities planned or undertaken (verbal update) Revise prospectus type information on the school's website. Review Hall bookings/usage and discuss promotion of community hall and community engagement.</p>	
11.	Safeguarding	<p>KA reports that safeguarding activity at school, continues to be 'busy'. The section 175 audit feedback is in school, and the Lettings Policy has been adjusted to include the requirements of KCSIE 2023.</p> <p>There has been one bullying incident this term and this, and the action taken by school, is described in the Headteacher's Report.</p>	<p>Any Safeguarding, Bullying or racist incidents to report since the last meeting.</p>	



Item No	Topic	Minute	Document Reference	Action
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>KA reported that a member of staff tripped when exiting the building at night. The school has responded to the incident as per the procedure and the colleague has received full support. The school's external lighting will be improved before the dark evenings return.</p>	Any H&S incidents to report to Governors.	MC
13.	GDPR	<p>GL has recently attended a FOI seminar.</p> <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>	13.1 GDPR policy/Data protection Policy	KMa
14.	Governor Business and Communication	<p>The monitoring schedule remains on track. Governors have planned additional visits after Easter.</p> <p>The Governing Board has a vacancy for a Parent Governor and the position will be readvertised after Easter.</p> <p>KMa is unable to attend the June meeting.</p>	14.1 Agree Governor Monitoring	
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>	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>The Gateway Attendance Policy 2024 was approved by Governors.</p> <p>The Food Safety Policy and Procedure 2024 was approved by Governors.</p> <p>KA circulated the Equality Plan update (March 2024). The latest updates are identified in red print. KM notes that the website has been reviewed to ensure that it is compliant and that evidence of the impact of equalities activity can be identified in SP and PP data, the range of children participating in enrichment activities and class floor books. KA also notes that there have been no further racially orientated incidents.</p> <p>The Equality Plan will be rewritten in 2024-5</p>	<p>16.1 Update Policy Tracker</p> <p>16.2 Equality Plan update.</p> <p>Equality information on meeting objective under the Equalities Act Plan updated</p>	KA
17.	Community Communication	<p>KM reminded colleagues that the Board had 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 role of monitoring in the school and the positive impact of this activity 	Agree key meeting messages for community communication	



Item No	Topic	Minute	Document Reference	Action												
		<ul style="list-style-type: none"> The financial situation (in general terms) and the need for good housekeeping. The impact of the new white boards The parent Governor vacancy <p>The Parent Association will be holding an Easter Egg Hunt and Easter Bingo.</p>														
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 this meeting. Other relevant topics	<p>Termly report to include School Admin data; attendance; incident reports; mid-year appraisal report; SDP progress update.</p> <p>DATA PACK and GROUPS DATA: review pupil progress and attainment, including reporting on vulnerable groups.</p> <p>Agree SDP monitoring actions for the coming term.</p> <p>Review Appraisal & Performance Management Policy and staff job descriptions; Review staff attendance.</p>														
19.	Dates of next meetings – 7pm in school	<table border="1"> <thead> <tr> <th>Date</th> <th>Start</th> <th>End</th> <th>Meeting</th> </tr> </thead> <tbody> <tr> <td>Thu 9 May 2024</td> <td>19:00</td> <td>21:00</td> <td>Full Governing Board</td> </tr> <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	Thu 9 May 2024	19:00	21:00	Full Governing Board	Mon 24 Jun 2024	19:00	21:00	Full Governing Board		
Date	Start	End	Meeting													
Thu 9 May 2024	19:00	21:00	Full Governing Board													
Mon 24 Jun 2024	19:00	21:00	Full Governing Board													
20.	Reflection	Colleagues felt that the meeting would be more successful if Governors, in future, meet face-to-face.														

