



GATEWAY PRIMARY SCHOOL

Lifelong love of learning

Minutes of the Meeting of the Full Governing Board Monday, January 29th, 7 - 9pm

Gateway Governors are:

- Kayleigh Anstee (KA) - Headteacher
- Gill Locke (GL) - Staff Governor.
- Mike Caffrey (MC) - Co-opted Governor
- Emma Smith (ES) - 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	ES welcomed all to the meeting. The meeting began at 7pm and was quorate. The meeting was held at school.		
2.	Apologies for absence	Apologies were received and accepted from Mike Caffrey		
3.	Urgent Additional Items	There were no 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. Emma Smith is a Parent Governor at West Witney Primary School.		
5.	Approval of FGB Minutes	The minutes of the FGB Meeting held on November 20th 2023, were approved by Governors. All outstanding actions are included in the agenda.	5.1 Minutes of FGB Meeting held on November 20 th 2024 5.2 Action Log	
6.	Matters arising not covered on the agenda	There were no matters arising to discuss.		
7.	Headteacher's Report	KA presented then January HT report. Key issues include: <ul style="list-style-type: none"> • The school has 276 children on roll. 	7.1. Written HT report to include School Admin data; attendance;	

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		<ul style="list-style-type: none"> • Attendance is 95%. 5 fixed penalty notices have been issued. SEN attendance is 93.5%, attendance of children in receipt of EHCPs is 90% and the attendance of service children is 95.6%. • The school had three TA vacancies, and this placed a great strain on learning support. New staff have now been appointed. • A KS2 teacher has also resigned. It has been possible to cover this deficit by extending the contracts of part-time colleagues. • A KS2 teacher is also absent with sickness. Cover support has been engaged and KA has blended the provision so that the class has cover for part of the day and a Gateway teacher for the other portion of the day. Parents have been informed of this arrangement. • However, it has been necessary for KA to teach and for the SFM to support the Reception Class one day a week. • Pupil progress meetings were held on January 8th • The Year 1 phonics target is 83% and Year 2 are expected to achieve the expected standard in reading, writing and maths and 60% will achieve this standard in all three. • Staff have attended mathematics INSET tilted ‘keeping the class moving together’. Senior staff have undertaken phonics learning walks. • Children have received a recap on behaviour expectations and senior staff are out in corridors and playgrounds supervising transition periods during the day. Staggered breaks are in operation. • Enrichment activities include Ukulele and swimming. • A DHT has commence mental health lead practitioner training. • The Parent Questionnaire has been circulated and results processed. • Robert Coutts MP visited the school. KA asked him to question the issue of the historic debt with the LA. He agreed. However, there has been no communication, regarding this issue, since. <p>Governors expressed concern that KA is required to teach this term. She has responsibility for over 30 staff and 271 children. It is hard to exercise this responsibility from the classroom. Governors are concerned about the impact of this additional work on her well-being. KA confirmed that the arrangement is only temporary and recent recruitment has ensured that the arrangement will not be necessary after half-term.</p> <p>A Governor noted that it will be necessary to appoint a new Science lead after Easter and he asked if this creates any problems. KA explained that school leaders have decided to keep the post open until September. In the interim, they intend to revise the curriculum, rejuvenate science activities in the school calendar and generally bring science up to date. They will pass leadership of the curriculum area to a new appointee once this work is completed.</p> <p>A Governor noted that, in some groups, attainment suggested lower achievement in writing for boys and lower attainment in mathematics for girls. He asked if school leaders are concerned about this trend. KA explained that most schools see a similar pattern and that, comparatively, the trend is not that statistically significant. It is an issue that is ‘on the radar’ but should not require a radical investment of time and resources.</p> <p>A Governor asked if the imposition of fixed penalty notices has improved attendance. KA felt that it is too soon to say. Parents continue to book term time package holidays because the discounts offered by holiday companies mid-term, far outweigh any penalty fines.</p>	<p>incident reports; SDP progress update; confirmation that staff JDs are all up to date, review staff attendance</p>	

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		A Governor noted that the Year 1 phonics results look very strong and asked if the augers well for the future. KA agreed that it does. She added that the current Year 5 and Year 6 groups are also strong attainers and that senior staff are confident that this year's SATS results will be encouraging.																				
8.	Update from the Chair	There were no new issues to share with Governors.	.																			
9.	SEF and School Improvement Plan	<p>9.1 KA presented the revised Spring 2024 SEF. This continues use judgements that reflect the OFSTED grades. The context section has been updated but the judgements remain:</p> <table border="1"> <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>9.2 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'. • 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>KM and HL joined school leaders and staff at a Pupil Progress Meeting on January 8th. The monitoring visit aimed to understand how PPM meetings support and drive forward the SIP objective to improve outcomes. KM and HL observed that all staff had very high expectations and were well informed. Conversations between staff and members of the senior team were positive, child-centred, and ambitious. HL commented that both teaching and senior staff 'really knew the children' and understood 'what would and wouldn't work'.</p> <p>9.3 The Year 6 targets were shared with Governors. The percentage of children reaching the expected level (whole school) are:</p> <table border="1"> <thead> <tr> <th>Reading</th> <th>Writing</th> <th>Mathematics</th> <th>Greater Depth</th> </tr> </thead> <tbody> <tr> <td>82%</td> <td>75%</td> <td>80%</td> <td>39%</td> </tr> </tbody> </table>	Quality of Education	Good	Behaviour	Good	Personal Development	Outstanding	Leadership and Management	Good	EYFS	Good	Reading	Writing	Mathematics	Greater Depth	82%	75%	80%	39%	<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>	
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10.	Governor updates since last meeting	<p>KA presented the current staff structure to Governors before the meeting.</p> <ul style="list-style-type: none"> • There are two, EYFS classes, three KS1 classes, 3 lower KS2 classes and 3 upper KS2 classes. • All classes have a dedicated teacher other than Kingfisher (LKS2) that has a 0.4/0.6 split and Peacocks (UKS2) that has the 0.6 vacancy. • There are 10 teaching assistants. • 3 lunch-time supervisors • 4 breakfast club staff and 5 wrap around care staff. <p>KA explained that this structure is fixed for the rest of the year.</p>	<p>Staffing Recruitment, appointments, and any other staffing issues (to include staff welfare). First consideration of 2024-5 staffing structure</p>																			

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		<p>10.1 GL Presented the period 8 and period 9 budget CFR. It was noted that:</p> <p>There is a positive variance in revenue income thanks to the Teachers' Pay Additional Grant, SEN top up funding, play therapy grants, lettings income and donations. However, revenue expenditure has also increased due to staffing costs, supply costs school meal costs and a large electricity bill is anticipated. Nevertheless, the budget is close to breakeven with a surplus £756.</p> <p>10.2 The school has constructed a three-year budget, as required, and this includes a deficit repayment facility. KA felt that a five-year plan is not helpful as every financial variable will have altered by 2029 and the original estimations and projections will be meaningless. A five-year plan will also take time to develop, and KA feels that this will be a waste of precious resources. Governors agree.</p> <p>10.3 Governors spent time discussing the merits (and otherwise) of joining an academy chain. The Board decided to continue discussions and preserve a non-committal stance until more research has been undertaken. The Board is conscious that the various academy trusts operating in West Oxfordshire, each have a different philosophy and modus operandi and Governors need to consider the Gateway vision and the needs of children staff and parents before making any decision.</p> <p>A document listing the type of financial management questions asked of Trusts, was circulated to colleagues before the meeting.</p> <p>10.4 The annual LA SFVS return was approved by Governors.</p> <p>10.5 The Quality First teaching report will be circulated at a subsequent FGB meeting.</p> <p>10.6 The ASP UK government statistics were shared with colleagues before the meeting.</p> <table border="1" data-bbox="580 1294 1129 1599"> <thead> <tr> <th>KS1</th> <th>National</th> <th>Gateway</th> </tr> </thead> <tbody> <tr> <td>% reaching or exceeding expected standard in reading</td> <td>68%</td> <td>63%</td> </tr> <tr> <td>% reaching or exceeding expected standard in writing</td> <td>60%</td> <td>53%</td> </tr> <tr> <td>% reaching or exceeding expected standard in mathematics</td> <td>70%</td> <td>71%</td> </tr> </tbody> </table> <table border="1" data-bbox="434 1644 1276 1774"> <thead> <tr> <th>KS2 Combined</th> <th>National</th> <th>Gateway</th> </tr> </thead> <tbody> <tr> <td>% reaching or exceeding expected standard in all three subjects</td> <td>59%</td> <td>55%</td> </tr> </tbody> </table> <p>Governors accept this data (it will be available to a wide audience). It demonstrates that Gateway attainment data is often superior to the national average.</p> <p>10.7 KA circulated the latest 2024 SEN statement to Governors. Key issues include:</p> <ul style="list-style-type: none"> 8 children have EHCPs and 1 EHCP is pending. 	KS1	National	Gateway	% reaching or exceeding expected standard in reading	68%	63%	% reaching or exceeding expected standard in writing	60%	53%	% reaching or exceeding expected standard in mathematics	70%	71%	KS2 Combined	National	Gateway	% reaching or exceeding expected standard in all three subjects	59%	55%	<p>Finance 10.1 Period 9 Budget CFR (GL) 10.2 Five-year business plan to remove deficit (following conversation with Kim James) - update.</p> <p>10.3: Academisation - open forum</p> <p>10.4 SFVS return for approval.</p> <p>Teaching, Learning and Inclusion 10.5 Quality First Teaching Report (KA)</p> <p>10.6 ASP (school performance) Report (KA)</p> <p>10.7 SENCO and SEN termly report (KA)</p>	
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		<ul style="list-style-type: none"> 47 children receive SEN support, and this is 17% of the school population. 2 children have reduced timetables. 1 is supported by alternative provision (Dare2Dream). The highest special educational need remains communication and interaction (27%) 10 children in Year 3, and 9 in Year 6 are on the SEND register. <p>10.8 Data Pack Two was also circulated ahead of the meeting. The headlines are:</p> <table border="1" data-bbox="432 510 1257 763"> <thead> <tr> <th></th> <th>% reaching or exceeding expected standard in reading</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>71.5%</td> <td>65.7%</td> <td>80%</td> </tr> <tr> <td>Year Three</td> <td>79.1%</td> <td>69.8%</td> <td>79.1%</td> </tr> <tr> <td>Year Six</td> <td>75%</td> <td>75%</td> <td>77.3%</td> </tr> </tbody> </table> <p>KA confirmed that this data was used at the recent Pupil Progress meeting.</p> <p>GL confirmed that there were no major premises issues to bring to the attention of Governors. The school has undertaken essential investment in the WIFI infrastructure and in ICT generally. There have also been improvements to lighting and a rolling programme of decoration is planned. This is most needed.</p> <p>10.8 Work on 'The Gateway Child' is in progress. This relates closely to the parallel development work regarding the school vision and values.</p> <p>10.9 KA circulated the Staff Survey before the meeting. Staff have responded positively to the questions. They feel that senior staff expectations are clear, that they can rely on colleagues (and the leadership team) for support if needed and 83% confirm that school leaders do not pressurise them into working long hours. However, 63% claim that they neglect tasks because there is 'too much to do'. KA felt that every teacher in the nation would answer this question in the same way.</p> <p>10.10 KA circulated the Parent Survey to Governors before the meeting. The results are largely positive and there are no 'strongly disagree' responses. 48.4% of respondents felt that the school sets high expectations, 58.7% feel that their children eat healthily at break and lunch time and 57.1% report strong and effective friendships. However, 27% disagree that their children join in with enrichment activities after school. A Parent commented 'we have complete faith in Gateway and its staff and feel lucky that our children are learning in a safe environment'.</p> <p>A Governor asked how these responses compared to previous years. KA confirmed that every question has drawn a more positive response this year. She added that there are still too many 'don't knows' (particularly in relation to the work of Governors) and it may be necessary to improve communication.</p> <p>10.11 KA explained that Gateway does not have a School Council. Each class elects a House Representative, and these House Reps together have collective representative power. For example, House</p>		% reaching or exceeding expected standard in reading	% reaching or exceeding expected standard in writing	% reaching or exceeding expected standard in mathematics	Year One	71.5%	65.7%	80%	Year Three	79.1%	69.8%	79.1%	Year Six	75%	75%	77.3%	<p>10.8 DATA PACK TWO and GROUPS DATA: review pupil progress and attainment, including reporting on vulnerable groups (KA)</p> <p>Premises (Excluding Health and Safety) Premises issues to report to Governors (KA - verbal) 10.8 'The Gateway Child' feedback</p> <p>10.9 Staff survey feedback</p> <p>10.10 Parent Survey</p>	<p>KA</p>
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		<p>Reps across the school are currently leading fund-raising for a charity of their choice.</p> <p>A Governor asked if the school has an Eco-council. All schools will be required to publish a sustainability policy in 2024-5 and student participation is likely to be an integral feature of the scheme. KA explained that Eco-councils had not been particularly successful at Gateway in the past. The members have initially been enthusiastic, but the ideas generated tended to be short term, superficial and did not generate the wide-spread support required.</p>	10.11 Pupil democracy update.	
11.	Safeguarding	<p>KA reports that safeguarding activity at school, continues to be 'busy'. The section 175 audit has been prepared with MC/ES providing the necessary input on behalf of the Governing Board and the Lettings Policy has been adjusted to include the requirements of KCSIE 2023.</p> <p>KA reported that there have been issues with the behaviour of adults in the park close to the school. These issues have remained off-site and have not directly impacted the security of the school. The PCSO has been informed and will patrol.</p>	Any Safeguarding, Bullying or racist incidents to report since the last meeting.	
12.	Health and Safety	MC will undertake a Health and Safety and general premises walk-through before Easter	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>	13.1 GDPR policy/Data protection Policy - 13.2 Acceptable user policies for staff and pupils 13.3 Privacy notice - staff 13.4 Privacy Notice - Pupils 13.5 Privacy Notice - Parents 13.6 Privacy Notice - Governors	KMa
14.	Governor Business and Communication	<p>14.1 ES distributed the monitoring schedule before the meeting. The document sets out clearly 'when, who and how'. For example, KMa and HL will monitor mathematics in January April and July 2024. They may visit school, explore data or scrutinise maths workbooks. Other monitoring visits will include pupil-voice feedback.</p> <p>Governors agreed to adopt the monitoring schedule.</p> <p>The instrument of Governance makes provision for 3 Parent Governors, 1 LA Governor, 1 Staff Governor, 1 Headteacher and 4 Co-opted Governors. The Board currently has a vacancy one Parent Governor, and an election is planned before Easter.</p> <p>ES asked how leadership of the Board might, if necessary, be adjusted before August 2024. JS explained that it would be necessary to formally hold an election but, for example, this could take place at the March FGB meeting.</p>	14.1 Agree Governor Monitoring Schedule Publish list of governing body members, associate members, and responsibilities on the school website for 2023-4 Update and publish register of pecuniary interests 2023-4 Publish the governors' attendance for previous year on the website, including those who have left in the last 12 months.	ES

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15	Governor Training Update	<p>HL has attended Governor Induction B on 19th October and Induction A on 20th September.</p> <p>RF completed Governor Induction A and B in November 2023</p> <p>HL attend Understanding External Performance Data on 30th November and will attend Safeguarding Level 2 on 31st January 2024</p> <p>KMa and ES will attend successful chairing on 23rd November.</p> <p>KMa will attend 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 will attend Governor Induction A in February 2024.</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)	There were no policies to present at this meeting	16.1 Update Policy Tracker																	
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. ES will provide the next summary. The summary will include the results of the staff and parent surveys and how Governors hold the school to account.</p> <p>Key school events in February will be:</p> <ul style="list-style-type: none"> • 1st February Year 3 multi-skills event • 2nd February West Oxon Cross Country Finals • 9th February Break the Rules Day • 19th February Under 11st Boys Football • 20th February Dance Festival • 21st February Hang at the Hangar and Book Fair • 26th February U11s mixed hockey final 	Agree key meeting messages for community communication																	
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	<ul style="list-style-type: none"> • Termly report to include School Admin data; attendance; incident reports; mid-year appraisal report; SDP progress update. • Agree SDP monitoring actions for the coming term. • SDP and SEF update • Review Appraisal & Performance Management Policy and staff job descriptions; Review staff attendance. • Consider Governor Monitoring Reports • Midyear reviews of Pupil Premium and SEND strategies. • Period 10 Budget CFR • Equality Plan update. • Quality First Teaching Plan • Academisation 																		
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>Mon 18 Mar 2024</td> <td>19:00</td> <td>21:00</td> <td>Full Governing Board</td> </tr> <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	Mon 18 Mar 2024	19:00	21:00	Full Governing Board	Thu 9 May 2024	19:00	21:00	Full Governing Board	Mon 24 Jun 2024	19:00	21:00	Full Governing Board		
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20.	Reflection	Colleagues felt that the meeting was successful because:																		

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		<ul style="list-style-type: none"> • All Governors had read the papers beforehand and were well-prepared. Papers were all available a week before the meeting. • The staff room was a more relaxed and friendly environment. • KA answered questions about the HT report rather than presenting the whole document. Governors now understand this process and will arrive at the next meeting with even more, good challenging, questions. 		