



GATEWAY PRIMARY SCHOOL

Lifelong love of learning

Minutes of the Meeting of the Full Governing Board Monday, November 20th, 2023, 7 - 9pm

Gateway Governors are:

- Kayleigh Anstee (KA) - Headteacher
- Gill Lock (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. Roxanne Fenton and Rebecca Scott were welcomed to their first Governor meeting.		
2.	Apologies for absence	Apologies were received and accepted from Kelly McMahon and Kevin Moyes.		
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 October 2 nd , 2023, were approved by Governors. All outstanding actions are included in the agenda.	5.1 Minutes of FGB Meeting held on October 2 nd , 2023 5.2 Action Log	
6.	Matters arising not covered on the agenda	There were no matters arising to discuss.		

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7.	Headteacher's Report	<p>KA presented then November HT report. Key issues include:</p> <ul style="list-style-type: none"> • There are 277 children on roll. 11% are on the SEN register and 2.5% have an EHCP. • There have been no significant staff changes this term. • A colleague will retire in January. The post will be filled internally. • A member of staff has been absent long-term following a medical procedure. The parents of children in this class have been contacted directly by the school. • Following the first data drop, there has been a focus on the progress and attainment of Pupil Premium children. • The 2023-4 appraisal process is now complete. There are no issues to report. • Jude Bennett (School Improvement Partner) reviewed the curriculum during her recent visit. The curriculum will now be developed with a revised emphasis on vocabulary, knowledge and outcomes. • There have been no bullying or homophobic incidents to report to Governors. <p>A Governor asked if Jude Bennett will return for a 'follow up' visit. KA confirmed that the SIP visit would be the only contact this year. She added that the visit was very thorough, and it probed several key areas. The school improvement issues identified by the visit are all existing development items.</p> <p>A Governor noted that the mathematics lead teacher had attended external training. She asked if this had been successful. KA confirmed that the course had been a success. It had focused on whole class teaching techniques and was particularly useful for staff teaching maths to mixed year groups. KA added that the training would be cascaded to other staff next term.</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>9.1 OFSTED and the School Improvement Plan</p> <p>The SIP '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>The Autumn Term SDP milestones are:</p> <ul style="list-style-type: none"> • Reviewing and establishing the general expectations for learning behaviour • Use of assistive technology • Learning walks that establish that 'Good for Gateway Three' is embedded. • Reading pupil voice <p>KA has written a 'SEF on a page' and the judgements continue reflect the OFSTED grades. The context section has been updated and the judgements remain:</p>	9.1: Updated SEF for approval 9.2: 2023-24 Development Plan for approval	

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		<table border="1" data-bbox="496 210 987 483"> <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>	Quality of Education	Good	Behaviour	Good	Personal Development	Outstanding	Leadership and Management	Good	EYFS	Good		
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10.	<p>Governor updates since last meeting</p>	<p>ES completed a staffing monitoring visit on 20th October 2023. She met with KA and discussed several items. She reports that the school has managed to adjust its current staffing to cope with recent changes and there will be no need for external recruitment.</p> <p>The appraisal process is now complete and there are no issues to report. A complete lunch time supervision team is now in post.</p> <p>KA has received 10 days of leadership training and the maths and English leads have been upskilled.</p> <p>The Military Fund is supporting the cost of a play therapist, and this support is very welcome. ES confirms that staff morale remains positive but that colleagues are tired at the end of a long and busy term.</p> <p>A letter from Caroline Amor (OCC Finance) regarding the ongoing deficit position is now in school. The letter related to meetings about the budget held earlier in the year. The letter establishes a three-year budget recovery plan and has several conditions.</p> <ul style="list-style-type: none"> • There is an expectation that the school will have brought the budget back to surplus by 2025-6 • Any shortfall in funding due to lower pupil numbers than expected will be found from within existing resources. • The length of this recovery plan will not be extended. <p>Governors accepted these conditions going forward. However, the financial situation has changed since the original budget was submitted.</p> <p>KM undertook a finance monitoring visit on 1st November. He notes that:</p> <ul style="list-style-type: none"> • The expected deficit (£99k) has fallen to £55k thanks to extra SEN funding and additional income from wrap around care and lettings. • The expected three-year position will be <table border="1" data-bbox="416 1659 1257 1742"> <thead> <tr> <th>2023-4</th> <th>2024-5</th> <th>2025-6</th> </tr> </thead> <tbody> <tr> <td>-£119,000</td> <td>-£67,000</td> <td>+£55,000</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Energy costs continue to rise. • Some temporary staff contracts will become permanent in 2024. This will increase the staffing budget. • The budget includes all the 2023-4 salary changes. • Capital funding will be allocated to improving the wi-fi network and installing LED lights. The school is considering hiring (rather than buying) classroom screens. • The new catering contractor has resulted in an improved service. However, senior staff feel that there is scope for even 	2023-4	2024-5	2025-6	-£119,000	-£67,000	+£55,000	<p>Governor Reports/updates, other governor</p> <p>Staffing Recruitment, appointments, and any other staffing issues (to include staff welfare). 10.1 Governor monitoring visit - staffing (ES)</p> <p>Finance 10.2 Period 6 Budget CFR (GL) 10.3 Budget Response from Caroline Amor OCC (KM) 10.4 Five-year business plan to remove deficit (following conversation with Kim James)</p>					
2023-4	2024-5	2025-6												
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		<p>more improvement. Ultimately, the school would like to re-install the kitchen on site and provide meals in-house.</p> <ul style="list-style-type: none"> The hall heating saga continues. It is hoped that appropriate heating will be installed in December. <p>KA explained that she has met with Kim James (OCC Head of Schools) regarding funding for an SEN child that will transfer to the school soon. The issue remains complex, but the meeting helped established some clarity.</p> <p>A Governor asked how much investment would be required to reinstall the kitchen at school. KA explained that the equipment and building work will cost £80,000. A significant amount of building modification, to comply with catering regulations, will be required.</p> <p>Governors felt that it is appropriate to consider the advantages and disadvantages of the school joining an academy chain at this time.</p> <p>Some of the issues raised were:</p> <ul style="list-style-type: none"> Governors currently have an open mind about academisation. Academy trusts are varied. Some appear to ‘micromanage’ their member schools while others allow the school to remain more independent. Some trusts (RLT) are very large, others (EPA) are local and small. Some are grounded in faith (ODST) while others are national, with headquarters many miles away (GLF and Anthem). The ‘top slice’ and financial commitment required of each academy will vary from trust to trust. The OCC school support network is now limited and the school improvement service has contracted over the last five years. Trusts have greater capacity to support school leaders through established networks. They have dedicated school improvement officers who work closely with headteachers. An academy trust may have more capacity to support member schools financially. Most local primary schools have remained within OCC. There must be good reasons for this. It is worth asking other OCC governing boards, why have you decided against joining a trust? The LA is relatively consistent. Academy Trusts can be taken over by larger national trusts and member schools may be asked to accept a completely different organisational philosophy. Academies can offer staff additional responsibility and thus retain the best staff within the trust. They tend to train their own school leaders of the future rather than recruit externally. Some Gateway staff remain negatively affected by the demise of the Carterton Federation. They are suspicious of federations and like the assuredness of an LA led organisation. <p>Governor agreed to undertake individual research, and to report their findings informally at the next meeting. JS will make this issue a standing agenda item.</p> <p>The October pupil attainment and progress data was circulated before the meeting.</p> <table border="1" data-bbox="411 1899 1257 2067"> <thead> <tr> <th data-bbox="411 1899 627 2027">Year</th> <th data-bbox="627 1899 842 2027">% just at or securely at expected level in reading</th> <th data-bbox="842 1899 1050 2027">% just at or securely at expected level in writing</th> <th data-bbox="1050 1899 1257 2027">% just at or securely at expected level in mathematics</th> </tr> </thead> <tbody> <tr> <td data-bbox="411 2027 627 2067">Year 1</td> <td data-bbox="627 2027 842 2067">64.8%</td> <td data-bbox="842 2027 1050 2067">61.8%</td> <td data-bbox="1050 2027 1257 2067">76.6%</td> </tr> </tbody> </table>	Year	% just at or securely at expected level in reading	% just at or securely at expected level in writing	% just at or securely at expected level in mathematics	Year 1	64.8%	61.8%	76.6%	<p>10.5: Academisation - pros and cons</p> <p>Teaching, Learning and Inclusion 10.4 DATA PACK and GROUPS DATA: review pupil progress and attainment, including reporting on vulnerable groups (KA)</p>	<p>JS</p>
Year	% just at or securely at expected level in reading	% just at or securely at expected level in writing	% just at or securely at expected level in mathematics									
Year 1	64.8%	61.8%	76.6%									

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		Year 2	80.2%	67.8%	71.4%	10.5 Evaluation of PP Funding Impact and 2022-23 Strategy (KA) 10.6 Evaluation of Sports Funding Impact and 2022-23 Strategy (KA) 10.7 Evaluation of Service Premium Funding Impact and 2022-23 Strategy (KA) 10.8 Evaluation of SEND Funding Impact and 2022-23 Strategy (KA) Premises (Excluding Health and Safety) Premises issues to report to Governors (KA - verbal) 10.9 Report on Governor inspection of premises and grounds including reporting on security and on monitoring of energy and utility bills to support sustainability. 10.10 Review Community Hall bookings/usage /hire agreement and discuss promotion of hall and community engagement. Community 10.11 Community activities planned or undertaken (verbal update) 10.12 SMSC - School calendar of events and proposed governor support / involvement 10.13 Consider and discuss community link actions and any formal parent feedback.	KA
Year 5	87.1%	90.4%	70.2%				
Year 6	90.1%	88.8%	73%				
11.	Safeguarding	<p>KA confirmed that the schools ICT filtering system, ensures compliance with the requirements of KCSIE 2023.</p> <p>KA reports that safeguarding activity at school, continues to be 'busy'. Social services often take time to develop an intervention plan to support a family. During this time, the safeguarding team at school oversee the various issues and this creates an immense workload. The school is also leading several TAF meetings.</p>				Any Safeguarding, Bullying or racist incidents to report since the last meeting.	

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		<p>ES and MC agreed to cover the lead safeguarding role (for KMa) over the next few months, if necessary.</p> <p>The section 175 audit is being prepared and MC/ES will provide any necessary input from the Governing Board. (via Teams)</p>		ES/ MC																
12.	Health and Safety	The OCC Health and Safety team visited school on 16 th October. The visit was successful and there are no major issues to report.	Any H&S incidents to report to Governors.																	
13.	GDPR	<p>ES completed a GDPR Governor monitoring visit on 20th October. She met with Gill Locke (SBM). She notes that the school has received a freedom of information request, and this has been actioned.</p> <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>13.1 GDPR policy/Data protection Policy -</p> <p>13.2 Acceptable user policies for staff and pupils</p> <p>13.3 Privacy notice - staff</p> <p>13.4 Privacy Notice - Pupils</p> <p>13.5 Privacy Notice - Parents</p> <p>13.6 Privacy Notice - Governors</p>																	
14.	Governor Business and Communication	<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 vacancies one Parent Governor.</p> <p>Governor roles 2023-4 are:</p> <table border="1" data-bbox="411 1055 1217 1686"> <tbody> <tr> <td>KM</td> <td>HT appraisal Panel, Pay Committee, Finance Governor and Whistleblowing Governor.</td> </tr> <tr> <td>MC</td> <td>Co-chair, Community Governor, Premises Governor, Health and Safety Governor, GDPR Governor</td> </tr> <tr> <td>KMa</td> <td>Vice-Chair, Learning and Teaching Governor, Safeguarding Governor, Inclusion Governor (including attendance)</td> </tr> <tr> <td>ES</td> <td>Co-chair, Pay Committee, GDPR Governor, Staff-well-being Governor, Staffing Governor</td> </tr> <tr> <td>GL</td> <td>Community, marketing, website</td> </tr> <tr> <td>HL</td> <td>Pupil attainment and progress data</td> </tr> <tr> <td>RS</td> <td>tbc</td> </tr> <tr> <td>RL</td> <td>Tbc</td> </tr> </tbody> </table> <p>Governor objectives 2023-4 were discussed and accepted by the Board.</p>	KM	HT appraisal Panel, Pay Committee, Finance Governor and Whistleblowing Governor.	MC	Co-chair, Community Governor, Premises Governor, Health and Safety Governor, GDPR Governor	KMa	Vice-Chair, Learning and Teaching Governor, Safeguarding Governor, Inclusion Governor (including attendance)	ES	Co-chair, Pay Committee, GDPR Governor, Staff-well-being Governor, Staffing Governor	GL	Community, marketing, website	HL	Pupil attainment and progress data	RS	tbc	RL	Tbc	<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</p> <p>14.2 Governor Skills Audit analysis</p> <p>Governor Objectives: 14.3 Governor Objectives - ES and MC</p>	ES
KM	HT appraisal Panel, Pay Committee, Finance Governor and Whistleblowing Governor.																			
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15	Governor Training Update	<p>Helen Lynch has attended Governor Induction B on 19th October and Induction A on 20th September.</p> <p>Roxanne Fenton will attend Governor Induction B on 25th November.</p> <p>Helen Lynch will attend Understanding External Performance Data on 30th November.</p> <p>Kelly Mahon and Emma Smith will attend successful charring on 23rd November</p>	<p>Governor training undertaken or planned since last meeting. Reports/knowledge sharing on training undertaken since last meeting.</p>																	

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16.	Policies Review/for approval (as per policy schedule)	The Attendance Policy 2023-4 will be presented at the January FGB meeting. The CIEMP Critical Incident Policy 2023-4 was approved by Governors It is available on the school website.	16.1 Update Policy Tracker 16.2 Policies for approval:																					
17.	Community Communication	MC 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.	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	Quality First Teaching Report (KA) ASP (school performance) Report SENCO and SEN termly report (KA) Period 7 Budget monitoring (GL/KM) Overview of 2023 pay round, Staff Pay Committee, Appraisals, HT Pay Committee (ES) Health and Safety walk, preparation for audit (MC) Pupil Democracy update (KA) Pupil Attainment and Progress Data Pack 2 (KA) First consideration of staffing structure 2024-5 ES/MC/KA) School calendar, events to be attended by Governors (KA) SFVS Staff Survey, Gateway Child consultation results 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 29 Jan 2024</td> <td>19:00</td> <td>21:00</td> <td>Full Governing Board</td> </tr> <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 29 Jan 2024	19:00	21:00	Full Governing Board	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: <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 less cramped environment. KA answered questions about the HT report rather than presenting the whole document. 																						