



GATEWAY PRIMARY SCHOOL

Lifelong love of learning

Minutes of the Meeting of the Full Governing Board Monday, July 17th, 2023, 5.30 - 7.30pm

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

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 5.30pm and was quorate. The meeting was held at school.		
2.	Apologies for absence	All Governors were present at the meeting		
3.	Urgent Additional Items	There were no additional items.		
4.	Declarations of Interests	Kevin is also Chair of Governors at Five Acres Primary School in Bicester, Carterton Primary School and Bloxham Primary School Mike Caffrey is a Governor at Rissington School in Gloucestershire. Gill Locke, Staff Governor, is also the school Business Manager.		
5.	Approval of FGB Minutes	The minutes of the FGB Meeting held on June 19th, 2023, were approved by Governors. The confidential minute of June 19 th will be approved by Governors at the September meeting. Action Log - all outstanding actions are included in the agenda.	5.1 Minutes of FGB Meeting held on May 15th, 2023. 5.2 Action Log – Note all outstanding Actions included in the agenda.	
6.	Matters arising not covered on the agenda	There were no additional issues.		
7.	Headteacher's Report	KA presented the July Headteacher's written report. <ul style="list-style-type: none"> • There will be 281 children on roll in September with 46 in EYFS • KA explained that overall attendance was 94.83% • There have been no staff resignations this year. The teaching team is stable. 	7.1. Written HT report to include School Admin data; attendance; incident reports; SDP	

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		<ul style="list-style-type: none"> • 81% of Year 1 children passed the phonics check. • There has been one 0.5 fixed term exclusion this term. The pupil is following a reintegration plan, supported by parents. There have been no further problems. • Oxford Playhouse visited school and delivered ‘Mind Monsters’. It was very popular. • The contracts of two TAs have been extended to meet pupil need (this has funded by additional SEN funding) • Teachers are now far more confident with the assessment of writing thanks to the shared experience of external moderation last year. <p>A Governor asked if TAs are happy with their deployment next year. KA confirmed that TAs have been allocated according to pupil need rather than personal preference. However, TAs are supportive of the 2023-4 learning support plan. KA added that there is very little spare TA capacity. The team is relatively small, and the level of need is significant.</p> <p>The proportion of children reaching GDS during the assessment window has increased. A Governor asked why. KA reminded Governors that GDS improvements were a 2022-3 development objective. Staff now engage in carefully targeted teaching before each assessment window, and this enables those on the cusp of GDS to make the necessary progress.</p> <p>A Governor noted that the first curriculum cycle is now complete. He asked what differences would be made during the second cycle. KA explained that there will be a focus on the different skills required in each curriculum area and how these skills should develop over time. There is also an opportunity to consider curriculum impact and, for example, the effectiveness of school visits. KA added that the staff team and curriculum will remain relatively stable next year. Thus, staff will have the capacity to develop their understanding of the curriculum and improve their classroom practice during the course of 2023-4.</p>	<p>progress update; confirmation that staff JDs are all up to date, review staff attendance</p>	
8.	Update from the Chair	<p>KM has posted the slides from the annual OCC Governor conference on GovernorHub.</p> <p>It was noted that OCC are currently undergoing an OFSTED Safeguarding Inspection.</p>	<p>Feedback from Oxon Governor conference June 24th and 8.1 NGA Presentation</p>	
9.	SEF and School Improvement Plan	<p>9.1 OFSTED and the School Development Plan</p> <p>KA circulated the ‘Key Priorities’ document before the meeting. The priorities include:</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 OFSTED development areas and will be incorporated into the 2023-4 Development Plan.</p> <p>1. School leaders are required to invest in training to support phonics teaching and provide support for the children who need it.</p>	<p>9.1: Updated SEF for approval 9.2: 2023-24 Development Plan for approval</p>	

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		<p>2. School leaders are required to ensure that steps to achieve clear cumulative knowledge and precise vocabulary are in place</p> <p>A Governor asked what will happen to the incomplete items from the 2022-3 School Improvement Plan. KA confirmed that no items will fall by the wayside. For example, the development work on subject leadership and phonics will continue next year.</p> <p>The School Improvement Plan will be completed over the summer and presented at the October FGB meeting.</p> <p>9.2 SEF</p> <p>KA circulated 'SEF on a page' before the meeting. The SEF judgements continue reflect the OFSTED grades. The context section has been updated and the judgements remain:</p> <table border="1" data-bbox="515 611 1007 887"> <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>The SEF document was approved by Governors</p>	Quality of Education	Good	Behaviour	Good	Personal Development	Outstanding	Leadership and Management	Good	EYFS	Good		KA
Quality of Education	Good													
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10.	Governor updates since last meeting	<p>The school has advertised for a wrap-around-care leader. One person has applied. The school is also recruiting two lunch time supervisors. There are no changes to the teaching team.</p> <p>The staff welfare questionnaire will be circulated in September. KA reports that staff are tired but remain positive. A staff social visit to a 'Dirty Dancing' tribute act was organised earlier. It was well-attended.</p> <p>KM confirmed that both the Whistleblowing Policy and a Whistleblowing Governor are in place.</p> <p>GL confirmed that there has been a £28,000 variance in income during this period. The school has received SEND 'top up' funding and a generous donation from GSA. The school has also received play therapy funding. Some costs (such as refuse costs) have increased. The revenue balance is -£99,623.</p> <p>KA added that rather than providing curriculum areas with a budget, subject leaders receive the funding they need for teaching resources directly. This obviates the propensity to spend funds at the end of the year on less critical items to avoid an underspend. The approach has resulted in a more robust control of spending.</p> <p>The teacher pay dispute has been settled by a 6.5% pay rise. GL is confident that this can be accommodated within the revised budget. The pay award should not increase the deficit.</p> <p>GL added that premises bookings are healthy. Wireless points will be replaced in August, there are plans to decorate learning spaces and to clean the windows. Other electrical work is planned. The heating issue in the Hall continues.</p>	<p>Staffing Recruitment, appointments, and any other staffing issues Update on staff wellbeing work Ensure Whistleblowing procedures are in place.</p> <p>Finance 10.1 Period 2 Finance Report - HT</p> <p>Premises (Excluding Health and Safety) Premises issues to report to Governors (verbal)</p> <p>10.2 Teaching, Learning and Inclusion</p>											

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		<ul style="list-style-type: none"> At KS1, 65% of children achieve their expected attainment in reading, 54% in writing and 73% in Maths. The proportion reaching the expected standard in all three subjects is 54%. The KS2 SATS results are now in school. 63% of children achieved their expected attainment in reading, 76% and 71% in mathematics. The proportion reaching the expected standard in all three subjects is 57% In Year 1, the proportion of children making the expected level of progress in all three subjects is 80.8%. in Year 2 it is 73.3%, in Year 3 it is 82.5, in Year 4 it is 82.5% and in Year 5 the proportion is 7.1%. <p>A Governor asked KA for her general reaction to the KS2 SATS. KA felt that the results were encouraging, but she had hoped that the proportion of children reaching greater depth would be significantly greater this year. Mathematics is strong but reading and writing both require attention. KA explained that she will encourage two members of staff to qualify as writing assessors next year. This expertise can be cascaded to the rest of the team, encouraging more consistent expectations improved planning and greater accuracy.</p> <p>KA circulated the Term 3 attendance data before the meeting. Overall attendance is 94.83% (national = 94.5% and LA = 94%), FSM is 94.64%, SEN is 95.64%, EHCP is 87% and service children is 95.08%</p> <p>KA noted that the Attendance Policy needs slight revision. The intervention thresholds are possibly too low. KA felt that a series of 'acceptable' and 'unacceptable' case studies would help parents understand the school's attendance expectations.</p> <p>KA circulated and anonymous list of all the fixed term exclusions imposed between October and June this year. There have been 15 fixed term exclusions in total representing 19 days of absence from school.</p> <p>Governors agreed that the exclusion numbers are low. A Governor noted that a child, suspended several times before Christmas was not suspended in the remainder of the year. This suggests that the reintegration programme was successful. KA added that parents are generally supportive of a suspension and, for example, ensure that any 'new rules' agreed in a reintegration plan, also apply at home.</p> <p>The annual SEND report and Governor's SEN Report were circulated before the meeting. The report analyses the nature of help provided by the SEND team, comparative attainment of SEND and non-SEND children, EYFS attainment in relation to the framework and SEND attendance.</p> <p>A Governor asked KA to identify the SEND strategy that has, in her opinion, made the greatest impact. KA felt that that the SEND department's ability to coordinate and coordinate a multi-agency solution to a problem is particularly effective.</p> <p>The SEND report identifies priorities for 2023-4.</p> <p>The SEND Report and SEND report to Governors were approved by the Board.</p>	<p>End of year report - include a verbal report on KS2, KS1 SATS attainment -</p> <p>10.4 Attendance report 2022-3</p> <p>10.5 Report on exclusions for the year for Governor Review - HT</p> <p>10.6 SEND Report.</p>	
11.	Safeguarding	There were no safeguarding issues to report to Governors.	Any Safeguarding, Bullying or racist incidents to report since the last meeting.	

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12.	Health and Safety	<p>GL explained that a problematic tree has been removed by the grounds team.</p> <p>There are no other Health and Safety issues to report.</p>	Any H&S incidents to report to Governors.	
13.	GDPR	<p>There have been no data breaches this term.</p> <p>The:</p> <ul style="list-style-type: none"> • The GDPR policy/Data protection Policy • Acceptable user policies for staff and pupils • Privacy notice - staff • Privacy Notice - Pupils • Privacy Notice - Parents • Privacy Notice - Governors • Were approved by Governors. 	<p>13.1 GDPR policy/Data protection Policy - 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 for one Co-opted Governor and two Parent Governors.</p> <p>Governors feel that the requirement to have three parent governors is no longer appropriate. This constitution was designed in response to issues that prevailed when the school first defederated and these are no longer relevant. JS will contact OCC and initiate a discussion about this issue.</p> <p>KA will advertise the Parent Governor posts in September. It is hoped that enthusiastic new parents may be tempted to apply.</p> <p>The Standing Orders were circulated to colleagues before the meeting. They include a schedule of meetings, quoracy requirements, voting protocols and restrictions on participation.</p> <p>The Governor roles have been updated in the Governance Policy. KM explained that it would be desirable to have deputies for each post, but this is not possible until the Board grows in size.</p> <p>The Delegation Planner is based on the NGA Governor business. Schedule. The planner identifies the issues that are the responsibility of the Board collectively and those that belong to individual Board members. It also lists those governance activities that are the responsibility of the headteacher.</p> <p>The LA schedule of Governor business will be published in the summer.</p> <p>The schedule of Governing Board business describes a termly programme of governance business, 2023-4.</p> <p>Mike Caffrey and Emma Smith were appointed as Joint Chairs of Governors 2023-4</p> <p>Kelly Mahon was appointed Vice-Chair of Governors 2023-4 The new roles will become effective on September 1st, 2023.</p>	<p>14.1 Instrument of Government to review.</p> <p>14.2 Standing Orders</p> <p>14.3 Governance Policy (and Lead Governor Terms of Reference</p> <p>14.4 Delegation Planner</p> <p>14.5 LA Schedule of Governing Board Business</p> <p>14.6 Gateway School Schedule of Governing Board Business</p> <p>Appointment of Chair and Vice Chair 23-24 - Nominations to the Clerk by 16th July 2023</p> <p>Appointment of Lead Governors</p>	JS

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		<p>Governor roles 2023-4 are:</p> <table border="1" data-bbox="435 226 1238 696"> <tr> <td data-bbox="435 226 515 320">KM</td> <td data-bbox="515 226 1238 320">HT appraisal Panel, Pay Committee, Finance Governor and Whistleblowing Governor.</td> </tr> <tr> <td data-bbox="435 320 515 414">MC</td> <td data-bbox="515 320 1238 414">Co-Chair, Community Governor, Premises Governor, Health and Safety Governor, GDPR Governor</td> </tr> <tr> <td data-bbox="435 414 515 508">KMa</td> <td data-bbox="515 414 1238 508">Vice-Chair, Learning and Teaching Governor, Safeguarding Governor, Inclusion Governor (including attendance)</td> </tr> <tr> <td data-bbox="435 508 515 602">ES</td> <td data-bbox="515 508 1238 602">Pay Committee, GDPR Governor, Staff-well-being Governor, Staffing Governor</td> </tr> <tr> <td data-bbox="435 602 515 696">GL</td> <td data-bbox="515 602 1238 696">Community, marketing, website</td> </tr> </table> <p>The Governor objectives 2023-4 are likely to include:</p> <ul style="list-style-type: none"> • Recruitment requirements • The skills and equality audit • Training (for example GL could lead a session on the budget) • Succession • Promotion of the school with the community <p>This item will be discussed at the September meeting.</p> <p>The NGA Code of conduct was approved by Governors.</p> <p>The skills audit will be completed and discussed at the October meeting.</p> <p>The Written Governor Behaviour Principles is a statement of behaviour principles that is a statutory requirement of all maintained schools. The statement was approved by Governors.</p> <p>EKM confirmed that the EDUBASE and DBS details have been checked and are compliant. MC's DBS will expire early in the new term (DBS confirmations expire after three years).</p> <p>Governors feel that the current data format provided to Governors three times a year by KA, is user-friendly, appropriate and a vast improvement on the previous system. They asked KA to continue to use this approach.</p> <p>The LA schedule will be published over the holiday.</p> <p>The Co-Chair agreement sets out the roles of each co-chair next year. It is designed to create a framework that will prevent repetition, overlap or any gaps. Mike and Emma will alternate their one-to-one development meetings with KA.</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	Pay Committee, GDPR Governor, Staff-well-being Governor, Staffing Governor	GL	Community, marketing, website	<p>including Whistleblowing governor Appointment of Headteacher Appraisal Committee Appointment of Pay Panel</p> <p>Governor Objectives: 14.7 Governor 23-24 Objectives - ES and MC</p> <p>Governor Conduct: 14.8 NGA Governor Code of Conduct</p> <p>Governor Skills and Training 14.9 Skills Audit Analysis - KM</p> <p>Governor Compliance: 14.10 GIAS (Edubase) Check 14.11 DBS Check</p> <p>Governor Principles, Policies and Templates 14.12 Governor Behaviour Principles 14.13 Performance Data format for Governors and schedule</p>	<p>MC/ES</p> <p>JS</p>
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GL	Community, marketing, website													
15	Governor Training Update	<p>ES attended 'Early Years Governance' on 10th May and 'Phonics for Governors' on 7th March.</p> <p>ES has included the notes from her OCC Exclusions training on GovernorHub.</p> <p>GL completed Governor Induction part B in June.</p> <p>MC has completed a module of service forum training.</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)	<p>The following policies were updated and approved by Governors:</p> <p>Review Admissions Policy 2023</p> <p>Designated Teacher for Looked After Children (CWCF) Policy 2023</p> <p>Supporting Pupils with Medical Conditions Policy 2023 <i>(Includes details about the location of the EpiPen and the defibrillator)</i></p> <p>The annual school public sector equality duty statement</p> <p>Behaviour and Exclusions Policy 2023 <i>(Includes details about 'flexible consistency' - the concept that the policy must be flexible and able to adapt to extreme situations. For example, when a child is so upset, they are unable to respond rationally).</i></p> <p>Allegations Against Staff Policy 2023</p> <p>Intimate Care Policy 2023 <i>(Includes reference to additional rooms in school that are now an appropriate venue for intimate care)</i></p> <p>EYFS Policy 2023 - <i>(Includes reference to the EYFS unit teaching approach and raised expectations)</i></p>	<p>16.1 Update Policy Tracker - HT</p> <p>16.2 Review Admissions Policy - Link to Oxon (annual requirement) - HT</p> <p>16.3 Designated Teacher for Looked After Children (CWCF) Policy 2023 - HT</p> <p>16.4 Supporting Pupils with Medical Conditions Policy 2023 - HT</p> <p>16.5 Approve the annual school public sector equality duty statement - HT</p>	
17.	Community Communication	<p>KM circulated the end-of-term Governor newsletter before the meeting. KM comments 'Governance at the school continues to be robust and will continue to strengthen next year.'</p>	<p>Agree key meeting messages for community communication</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	<ul style="list-style-type: none"> • Headteacher reports 2023-4 to include Termly report to include School & County admin data (numbers on roll/SEND and all vulnerable groups, staffing); attendance & critical incidence reports from previous term/year; safeguarding. • DATA PACK and GROUPS DATA: review pupil progress and attainment, including reporting on vulnerable groups. • SDP approval • 2022-3 Evaluation of PP Funding Impact and 2023-24 Strategy • 2022-3 Evaluation of Sports Funding Impact and 2022-23 Strategy • 2022-3 Evaluation of Service Premium Funding Impact and 2023-24 Strategy • Present the 'SEND Report to Parents' for approval: • Review Behaviour / Bullying/ Exclusion Policies; including Governors' Principles. • Review Safeguarding Policy • Consider and discuss community link actions/ targets for the year (if not in SDP); to include Parent surveys/ focus for discussion at Parents' Evenings • Governor Skills audit analysis • SMSC -School calendar of events and proposed governor support / involvement • Publish list of governing body members, associate members, and responsibilities on the school website for 2019-2020. • Update and publish register of pecuniary interests. • Publish the governors' attendance for previous year on the website, including those who have left in the last 12 months. 		

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		<ul style="list-style-type: none"> • Agree Governor Monitoring Schedule • Include actions from this meeting 																														
	<p>Dates of next meetings – 7pm in school</p>	<table border="1"> <thead> <tr> <th data-bbox="432 331 711 365">Date</th> <th data-bbox="711 331 831 365">Start</th> <th data-bbox="831 331 959 365">End</th> <th data-bbox="959 331 1211 365">Meeting</th> </tr> </thead> <tbody> <tr> <td data-bbox="432 365 711 405">Mon 2 Oct 2023</td> <td data-bbox="711 365 831 405">19:00</td> <td data-bbox="831 365 959 405">21:00</td> <td data-bbox="959 365 1211 405">Full Governing Board</td> </tr> <tr> <td data-bbox="432 405 711 445">Mon 20 Nov 2023</td> <td data-bbox="711 405 831 445">19:00</td> <td data-bbox="831 405 959 445">21:00</td> <td data-bbox="959 405 1211 445">Full Governing Board</td> </tr> <tr> <td data-bbox="432 445 711 486">Mon 29 Jan 2024</td> <td data-bbox="711 445 831 486">19:00</td> <td data-bbox="831 445 959 486">21:00</td> <td data-bbox="959 445 1211 486">Full Governing Board</td> </tr> <tr> <td data-bbox="432 486 711 526">Mon 18 Mar 2024</td> <td data-bbox="711 486 831 526">19:00</td> <td data-bbox="831 486 959 526">21:00</td> <td data-bbox="959 486 1211 526">Full Governing Board</td> </tr> <tr> <td data-bbox="432 526 711 566">Thu 9 May 2024</td> <td data-bbox="711 526 831 566">19:00</td> <td data-bbox="831 526 959 566">21:00</td> <td data-bbox="959 526 1211 566">Full Governing Board</td> </tr> <tr> <td data-bbox="432 566 711 607">Mon 24 Jun 2024</td> <td data-bbox="711 566 831 607">19:00</td> <td data-bbox="831 566 959 607">21:00</td> <td data-bbox="959 566 1211 607">Full Governing Board</td> </tr> </tbody> </table>	Date	Start	End	Meeting	Mon 2 Oct 2023	19:00	21:00	Full Governing Board	Mon 20 Nov 2023	19:00	21:00	Full Governing Board	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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