



GATEWAY PRIMARY SCHOOL

Lifelong love of learning

Minutes of the Meeting of the Full Governing Board Monday, June 19th, 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
- Kate Morgan (KMo) - English Lead

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	One confidential item was discussed at the start of the meeting. Governors agreed the content of a letter to be posted to a parent.		
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 May 15th, 2023, were approved by Governors. 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 June Headteacher's verbal report. Key issues points to highlight:	7.1 Termly HT report to include School Admin data; attendance;	

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		<ul style="list-style-type: none"> • There are now 262 children on roll This total includes 12 new arrivals. • There will be 45 children in the EYFS classes in September. • Attendance remains strong. • A professional poet and a theatre group will visit this term. Art Week is upcoming, and the RIAT visit will take place on 14th July. • English and maths groups are likely to be ‘streamed’ in Year 6 next year. The current Year 5 has a broad ability range. • Reports have been written and will be distributed to parents on July 7th • A TA will leave the school in July. She will not be replaced. • After-school clubs are well-attended. • SLT will have their first ever away day planning meeting on 28th June. <p>A Governor asked if staff have managed to maintain their school improvement drive post OFSTED. KA confirmed that staff are tired but remain positive and committed. Staff absence has been minimal this term and morale continues to be buoyed by the OFSTED judgement. She accepts that ‘getting ready for OFSTED’ is no longer the overwhelming focus for all staff. The staff challenges in 2023-4 will be more widely dispersed and these will be identified at the away day session on 28th June. ‘Good for Gateway 3’ remains a unifying focus.</p> <p>A Governor asked if Mark Smith will remain Gateway’s School Improvement Partner next year. KA is currently unable to confirm that he will as the number of OCC school improvement visits will be reduced following the ‘good’ OFSTED judgement. However, it is hoped that the Carterton Headteacher Partnership will be revived next year.</p>	incident reports; SDP progress update.							
8.	Update from the Chair	The OCC Governance Conference will take place on June 24 th , 2023. Details have been circulated by Tim Brock. KM is leading a session. MC will attend.	General Governance issues and any correspondence - verbal update.							
9.	SEF and School Improvement Plan	<p>9.1 OFSTED and the School Development Plan</p> <p>KA circulated the School Development Plan 2022-3. The key priorities this year have been:</p> <table border="1" data-bbox="432 1462 1177 1794"> <tbody> <tr> <td data-bbox="432 1462 628 1574">Key Priority 1</td> <td data-bbox="628 1462 1177 1574">Senior staff and middle leaders to continue to drive improvements in teaching and learning</td> </tr> <tr> <td data-bbox="432 1574 628 1686">Key Priority 2</td> <td data-bbox="628 1574 1177 1686">Development of a consistent and robust assessment regime to support learning and raise expectations.</td> </tr> <tr> <td data-bbox="432 1686 628 1794">Key Priority 3</td> <td data-bbox="628 1686 1177 1794">Curriculum development to include phonics, reading, writing and mathematics.</td> </tr> </tbody> </table> <p>The plan has been colour-rated and a majority of the activities are green. Many of the yellow activities are time dependent activities that cannot be completed before the end of the academic year. The plan has termly milestones and KA has identified evidence of impact.</p>	Key Priority 1	Senior staff and middle leaders to continue to drive improvements in teaching and learning	Key Priority 2	Development of a consistent and robust assessment regime to support learning and raise expectations.	Key Priority 3	Curriculum development to include phonics, reading, writing and mathematics.	9.1 Ofsted Report - March 2023 9.2 Updated SEF to reflect Ofsted Report - HT 9.3 Updated SIP to reflect Ofsted Report - HT	
Key Priority 1	Senior staff and middle leaders to continue to drive improvements in teaching and learning									
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		<p>A Governor asked KA to summarise the likely 2023-4 development activities. She explained that the plan is likely to 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’ • 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> <ol style="list-style-type: none"> 1. School leaders are required to invest in training to support phonics teaching and provide support for the children who need it. 2. School leaders are required to ensure that steps to achieve clear cumulative knowledge and precise vocabulary are in place <p>9.2 SEF</p> <p>The SEF judgements continue reflect the OFSTED grades. The context section has been updated and the judgements remain:</p> <table border="1" data-bbox="513 981 1007 1252"> <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.	Governor updates since last meeting	<p>KMa met with KA on 14th June to discuss the summer progress and attainment data. She reports that Pupil Progress meetings convened in response to the latest assessments, are underway. These meetings are supported by SONAR data and are particularly strategic as they enable teaching staff to identify and act immediately in response to any gaps in learning. She notes that SEND parents are invited to attend 4 consultations a year and that these are particularly well-attended. 81% of Year 1 children have passed the phonics screening. 79.2% of children are working at or above the expected standard in reading, 72.2% in reading and 74.5% in mathematics. KMa’s report identifies several actions and interventions taken by the school in response to the assessment and progress data.</p> <p>KMa visited the school on 14th June. The monitoring visit involved a formal meeting with KA followed by a learning walk. KM reports that the curriculum is subject to a two-year review process and this will ensure that the key vocabulary in each subject is identified for each level. School values are delivered through specific one-off RSE lessons or ‘naturally’ when they appear in curriculum or enrichment activities. The curriculum reflects whole school themes. For example, the current theme is ‘Healthy’ and children are exploring fitness and diet. A curriculum map is available for reference on the website.</p>	<p>Monitoring Reports/updates , and external Notes of Visit (not covered elsewhere on the agenda)</p> <p>10.1 Summer assessment and progress data monitoring visit KMa</p> <p>10.2 curriculum monitoring visit KMa</p>											

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		<p>KMa and MC undertook a mathematics and literacy (reading) monitoring visit on 14th June. The visit involved a learning walk, a book-look and a pupil voice exercise. Governors report that pupil behaviour was excellent, and that each classroom visited had a busy and focused environment. Wall displays were up-to-date and linked specifically to the learning themes being taught. Learning objectives were easily identified in pupil workbooks and children regularly use purple pens to self-review and develop their work. During the pupil voice activity, children spoke enthusiastically about their learning, identifying instances when they were challenged by the work set.</p> <p>KA circulated the staffing plan for 2023-4. The school will be fully staffed in September. Chicks, Doves and Peacocks have job share arrangements (all are 40% - 60% splits).</p> <p>The school is also recruiting an after-school play leader.</p> <p>GL circulated the revised (May 2023) five-year Budget before the meeting. The budget is built upon pupil number assumptions of:</p> <table border="1" data-bbox="432 808 1257 936"> <thead> <tr> <th>2023-4</th> <th>2024-5</th> <th>2025-6</th> <th>2026-7</th> <th>2027-8</th> </tr> </thead> <tbody> <tr> <td>218</td> <td>221</td> <td>294</td> <td>310</td> <td>315</td> </tr> </tbody> </table> <p>GL explained the 2024-5 pupil numbers are likely to be 270 at October census and this will have a positive impact on the budget.</p> <p>It is assumed that teaching staff hours (and costs) will remain constant and that TA hours will increase from 289 hours in July 2024 to 344 hours in July 2028.</p> <p>With these assumptions, the end of year balance will be:</p> <table border="1" data-bbox="432 1245 1257 1373"> <thead> <tr> <th>2023-4</th> <th>2024-5</th> <th>2025-6</th> <th>2026-7</th> <th>2027-8</th> </tr> </thead> <tbody> <tr> <td>-£126</td> <td>-£79</td> <td>+£28</td> <td>+£88</td> <td>+£157</td> </tr> </tbody> </table> <p>The Period 1 CFR was also circulated before the meeting. The revenue balance has a small positive variance. This is largely due to wrap-around care costs been lower than expected and anticipated pay settlements that have yet to be processed. KA explained that she is currently exploring other pots of funding available to support the school's SEN children. The capital income is £6790 and the sustainability funding will be invested in additional wireless points and the replacement of traditional lighting with energy efficient LEDs.</p> <p>Paul Raune from the OCC Finance Team visited school on 22nd May. He met with KA, Sarah Gardiner and GL. The visit focused on how this year's increase in pupil numbers (and the expected increase in pupil numbers going forward) will impact the budget. It also considered external sources of income including MoD grants and income from wrap around care. Paul felt that the projected student numbers were realistic and concluded that the budget will eventually return to surplus after three years of deficit.</p> <p>Kate Morgan presented the English impact report. She noted that the curriculum area has experienced significant development over</p>	2023-4	2024-5	2025-6	2026-7	2027-8	218	221	294	310	315	2023-4	2024-5	2025-6	2026-7	2027-8	-£126	-£79	+£28	+£88	+£157	<p>10.3 Maths and English monitoring visit KMa and MC</p> <p>Staffing Recruitment, appointments, and any other staffing issues Update on staff wellbeing work</p> <p>Finance 10.4 Period 1 Finance Report</p> <p>10.5 English impact report Kate Morgan report to be presented to GB</p>	
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		<p>the last 18 months. She explained that a three-stage learning journey has been adopted as a standard format in English and literacy lessons. Children first analyse the characters in a story and the plot. They then explore the necessary grammar, punctuation and vocabulary required to unpack the text. Finally, they develop their own stories and adventures based on this learning. She added that high quality texts are critical to this process, and the books must be renewed regularly. The learning process must be kept 'fresh' with a continual supply of new stimuli, and this can be expensive. Kate explained that the school's outstanding personal development programme supported the learning process. Children at Gateway are reflective, understand their own personal experience and can self-analyse effectively. These are important story-telling prerequisites.</p> <p>Kate concludes that the new phonics teaching scheme has been welcomed by staff and is now applied consistently. The scheme enables teaching staff to constantly check pupil progress as it immediately identifies any deficits. Further staff training in phonics delivery will continue in the new year and the school plans to introduce a reading incentives scheme.</p> <p>A Governor asked Kate to identify the development strategy that has delivered the greatest impact. She felt that the OCC and HIAS support provided earlier, including whole school INSET, has delivered the greatest impact.</p> <p>Governors thanked Kate for her presentation and her leadership of English.</p> <p>KA confirmed that two residential visits are planned during 2023-4. Year 6 will visit Yenworthy in December (four nights) and Year 4 will visit Hill End Camp after Easter for a bush craft, orienteering and shelter building experience (two nights). Governors approved both visits.</p> <p>A Governor asked if any families are struggling to meet the cost of these experiences. KA explained that funds were available to support families in such cases but in practice, very few ask for help. Hill End is good value for money (£120) and as Yenworthy is an OCC venue, the LA pay the transport cost to Wales.</p> <p>KMa undertook an SEND and Pupil Premium monitoring visit on 14th June. She reports that the learning support team work closely with Burford and Carterton secondary schools and that communication is effective. She confirms that the Service Premium and Pupil Premium reports are available for scrutiny on the website and that four Gateway families are able to access both SP ad PP. She adds that SONAR is a useful tool as it tracks all vulnerable groups and identifies patterns and trends. If possible, the school hopes to provide SEND children with a familiar member of the support team when they transition to their new classes in September.</p> <p>KMa also completed an EYFS monitoring visit on 14th June. She reports that the EYFS class benefits greatly from the investment made at the start of 2022-3. The extended classroom has the necessary space to facilitate effective learning, TAs are deployed appropriately, and the outside learning area is well-used. The reading area is very popular with children. Workbooks provide evidence of progress, and the individual end of term parent reports are clear, user-friendly, and insightful. The EYFS class will be full in September.</p>	<p>Review and discuss Residential visits and approve planned Residential Visits for the year after next.</p> <p>10.6 Termly Report on meeting with SENCo - SEND/PP and other vulnerable groups provision/effectiveness - KMa</p> <p>10.7 EYFS monitoring visit KMa</p> <p>Community Any Updates including upcoming events governors can attend</p>	

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		<p>Key events that Governors may wish to attend are:</p> <p>30th June Summer Fete 3pm to 5pm 4th July EYFS and KS 1 Sports Day 5th July KS2 Sports Day 12th July Year 6 performance 14th July Fairford 18th July Leavers' Assembly</p>												
11.	Safeguarding	<p>KA shared one anonymous safeguarding issue with Governors. The incident had required an immediate intervention by the police. Governors agree that KA and her team managed this incident with speed and professionalism. This averted the possibility of a child being subjected to a specific danger.</p> <p>Sara Gardiner has received sexual abuse training, and this will be cascaded to the other DDSLs (and staff) in due course.</p> <p>KMa (Safeguarding Governor) completed a safeguarding monitoring visit on June 14th. She met with KA and the discussion considered anonymous data regarding:</p> <ul style="list-style-type: none"> • Children in receipt of Child Protection or other Social Services interventions. • LACs • Exclusions and children at risk of exclusion • The accident log. • Any e-safety issues • Feedback from lunchtime supervisors • The safeguarding training log. <p>KMa reports that all procedures and practices are compliant.</p>	<p>Any Safeguarding, Bullying or racist incidents to support since the last meeting.</p> <p>Any Safeguarding issues</p> <p>Progress on actions in Safeguarding Audit (if applicable)</p>											
12.	Health and Safety	<p>There are no issues to report</p>	<p>Any H&S incidents to report to Governors.</p> <p>12.8 Governing Monitoring Report - H&S Workplace Assessment - MC</p>											
13.	GDPR	<p>There have been no data breaches this term</p>	<p>Any issues/breaches since the last meeting</p>											
14.	Governor Business and Communication	<p>The Board currently has vacancies for one Co-opted Governor and two Parent Governors</p> <p>Current Governor roles are:</p> <table border="1"> <tbody> <tr> <td>KM</td> <td>Chair, HT appraisal Panel, Pay Committee, Finance Governor and Whistleblowing Governor</td> </tr> <tr> <td>MC</td> <td>Vice-chair, Community Governor, Premises Governor, Health and Safety Governor</td> </tr> <tr> <td>KMa</td> <td>Learning and Teaching Governor, Safeguarding Governor, Inclusion Governor</td> </tr> <tr> <td>ES</td> <td>Pay Committee, GDPR Governor, Staff-well-being Governor.</td> </tr> <tr> <td>GL</td> <td>Pay Committee</td> </tr> </tbody> </table> <p>These will be reconsidered at the July FGB meeting.</p>	KM	Chair, HT appraisal Panel, Pay Committee, Finance Governor and Whistleblowing Governor	MC	Vice-chair, Community Governor, Premises Governor, Health and Safety Governor	KMa	Learning and Teaching Governor, Safeguarding Governor, Inclusion Governor	ES	Pay Committee, GDPR Governor, Staff-well-being Governor.	GL	Pay Committee	<p>14.1 Governor Communication - 19th May 2023</p> <p>Conduct self-review of governing body effectiveness:</p> <p>14.2 Governor hub Health Check - KM</p> <p>14.3 Review of Governor Monitoring - KM</p> <p>14.4 Review of Governor 22-23 Objectives - KM</p> <p>Discuss 23-24 Governor Objectives</p>	
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		<p>The Governor 'health check' has been completed. All responses are 'strongly agree' including '<i>We know our roles as governors. We hold our leaders to account for the quality of education that our school provides and ensure that they manage resources wisely. We are prepared to intervene when leadership falls short and to celebrate when there is success</i>'.</p> <p>There have been 30 Governor monitoring visits during the year. Eight of these meeting have been one-to-one meetings with the headteacher. There have been 30 external monitoring visits and 8 of these have been visits by the School Improvement Partner.</p> <p>A Governor asked if the monitoring process can be improved next year. KA explained that she and staff welcome the visits but feel that there is some repetition. Prior to OFSTED the focus of visits was to 'understood what Good for Gateway looks like' Post OFSTED, she feels Governors should align visits with each development plan strand. KA added that Governors may find it helpful to join the SLT on one of their regular Monday learning walks or attend a pupil progress meeting. This will allow visitors to blend into the existing monitoring process, access the same information as school leaders and test the judgements formed. Governors feel that the 'best' visits include a meeting with the key member of staff followed by a learning walk before ending with a pupil voice opportunity.</p> <p>Colleagues are asked to return their skills analysis pro-forma to KM</p> <p>Governors agreed to the minor changes to the policy schedule.</p> <p>Governors discussed a 'post-KM' governing body leadership scenario.</p> <p>A Governor asked her colleagues to reconsider meeting starting times during 2023-4.</p>	<p>14.5 Skills Audit Questionnaire - KM all Governors to complete and return to KM by 30th June 2023</p> <p>14.6 Approve Governor Expenses Policy 23-24 - KM.</p> <p>14.7 Approve Governor Induction Policy 23-24 - KM.</p> <p>14.8 Approve Governor Visits Policy 23-24 - KM.</p> <p>Discuss and agree on governors lead roles for 23-24 (to be reflected in the governance policy)</p> <p>Discuss Chair succession planning.</p>	All Govs
15	Governor Training Update	<p>ES attended 'Early Years Governance' on 10th May and 'Phonics for Governors' on 7th March.</p> <p>GL has attended 'Governor Induction A' on 23rd February and part B on 20th March. She has also attended GDPR for Governors (21st March) and Vision Ethos and Strategic Direction (16th March).</p> <p>MC has attended Level 3 Safeguarding for Governors on 18th April and 3rd May 2023.</p> <p>MC will attend Governor Conference 24th June. The theme is school success.</p>	<p>Governor training undertaken or planned since last meeting. Reports/knowledge sharing on training undertaken since last meeting.</p> <p>15.1 Updated Governor Training Tracker</p>	
16.	Policies Review/for approval (as per policy schedule)	<p>The following policies were updated and approved by Governors:</p> <p>Governor Expenses Policy 2023 Governor Induction Policy 2023 Governor Monitoring Policy 2023 2023-4 OCC Admissions arrangements Anti-bullying (Safe to Learn) Policy 2023 Charging and Remissions Policy 2023 Complaints Policy 2023 - already approved. Computing Code of Conduct Policy 2023 Gateway Intimate Care Policy 2023.</p>	<p>17.1 Update Policy Tracker - policy review dates to be staggered.</p>	

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		KM warned colleagues that a large tranche of policies will need to be reviewed in September.																								
17.	Community Communication	Parent Governor plea Thank to GSA for the colour run. The GSA summer fete Positive governor monitoring visit feedback Secure and consistent staffing 2023-4	17.1 Agree key messages for May parent communication including parent view link																							
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	<table border="1"> <tr> <td>KA</td> <td>End of year report - include a verbal report on KS2, KS1 SATS attainment.</td> </tr> <tr> <td></td> <td>Review Admissions Policy - Link to Oxon (annual requirement)</td> </tr> <tr> <td></td> <td>Approve the annual school public sector equality duty statement.</td> </tr> </table> <table border="1"> <tr> <td>KMa</td> <td>Review exclusions for the year</td> </tr> </table> <table border="1"> <tr> <td>KM</td> <td>Budget monitoring/review</td> </tr> <tr> <td></td> <td>Governor SDP objectives for coming year - draft approval</td> </tr> <tr> <td></td> <td>Skills Audit Analysis</td> </tr> </table> <table border="1"> <tr> <td>Other (KM/JS)</td> <td>Approve Governance Policy (including Lead Governor Terms of Reference)</td> </tr> <tr> <td></td> <td>Appoint all lead governors (including Safeguarding, class link governors, a review guidance/TORs)</td> </tr> <tr> <td></td> <td>Confirm Whistleblowing procedures are in place and appoint whistleblowing lead</td> </tr> <tr> <td></td> <td>Consider meeting starting times.</td> </tr> </table> Designated Teacher for Looked After Children (CWCF) Policy 2023 Supporting Pupils with Medical Conditions Policy 2023	KA	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.	KMa	Review exclusions for the year	KM	Budget monitoring/review		Governor SDP objectives for coming year - draft approval		Skills Audit Analysis	Other (KM/JS)	Approve Governance Policy (including Lead Governor Terms of Reference)		Appoint all lead governors (including Safeguarding, class link governors, a review guidance/TORs)		Confirm Whistleblowing procedures are in place and appoint whistleblowing lead		Consider meeting starting times.		
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	Dates of next meetings – 5.30pm in school	17 th July 2023 – Written HT Report																								