



GATEWAY PRIMARY SCHOOL

Lifelong love of learning

Minutes of the Meeting of the Full Governing Board Monday, May 15th, 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	Apologies were received and accepted from Kelly Mahon (KMa). Mike Caffrey joined the meeting later.		
3.	Urgent Additional Items	There were no urgent 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 has recently become a Governor at Rissington School in Gloucestershire. Gill Locke, Staff Governor, is the school Business Manager.		
5.	Approval of FGB Minutes	The minutes of the FGB Meeting held on March 13 th , 2023, were approved by Governors. The minutes of the EFGB held on April 27 th were approved by Governors. Action Log - all outstanding actions are included in the agenda.	5.1 Minutes of FGB Meeting held on March 13 th , 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.		

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7.	Headteacher's Report	<p>KA presented the May Headteacher written report. Key issues included:</p> <ul style="list-style-type: none"> • There are 254 children on roll. The school is receiving many requests from prospective parents for visits. • There will be 45 children in the EYFS classes in September. • Attendance is 94.5% • There has been one fixed term exclusion of 1.5 days. • Sarah Busby has joined the office team. • A TA is expected to resign this term. • Teaching staff appraisal targets have been reviewed this term. KA reports that teaching staff have arrived at meetings well-prepared and with an enthusiastic and positive attitude. All are likely to meet their targets. • 'Good at Gateway 3' has now been launched and will remain the focus of staff development this term. Good for Gateway 3 includes a series of actions designed to develop ICT as a curriculum subject and as a vehicle for recording pupil attainment. KA hopes that eventually, children will be able to input their own assessment achievements and use ICT to plan their learning. • The after-school clubs are well-attended. • GSA have hosted several very successful events including a well-attended bingo session. <p>KA commented that behaviour is generally excellent and that there have been few incidents this term. A Governor asked if staff are implementing the positive behaviour approach consistently. KA explained that some staff do revert to a more sanctions-based philosophy on occasions. She feels that this is because behaviour incidents are so rare that when they do occur, they acquire greater significance. For example, KA may be asked to intervene in a low-level issue that could be resolved immediately in the classroom by using positive or restorative actions. However, a consistent positive approach to behaviour is now the norm in most classrooms.</p> <p>A Governor asked if there has been any relaxation of the pace of CPD following the OFSTED visit. KA explained that school leaders remain ambitious and wish to maintain and progress the improvements achieved thus far. However, they are aware that staff are tired at the end of a long year and that an intensive CPD programme this term is likely to encounter diminishing returns. She feels that senior staff have managed to find an appropriate balance and Good at Gateway 3 will be the focus of development activity in the summer term. KA is not anticipating any new additions to the teaching team in September. There will therefore be scope to build upon this year's work, with all staff, in the new academic year.</p> <p>A Governor asked if parents support the involvement of the school in church activities. KA confirmed that the assemblies and visits to the church are popular with parents. The sessions are led by Gary Long (Children and Families Coordinator) who communicates spiritual issues and Bible stories in a practical, 21st century, style. The activities are broad and can be</p>	7.1 Termly HT report to include SchoolAdmin data; attendance; incident reports; SDP progress update.	



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		accessed by those who have non-Christian faiths (or no faith). Gary is very popular with the children.																		
8.	Update from the Chair	The OCC Governance Conference will take place on June 24 th , 2023. Details have been circulated by Tim Brock.	General Governance issues and any correspondence - verbal update.																	
9.	SEF and School Improvement Plan	<p>9.1 OFSTED and the School Improvement Plan</p> <p>Ofsted identified two broad areas of improvement:</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>KA explained that the OFSTED report identifies strengths in pedagogy and curriculum content, and it will now be possible to focus on other development areas in the new year. However, the existing school development objectives will remain the key focus this term.</p> <table border="1"> <tr> <td>Key Priority 1</td> <td>Senior staff and middle leaders to continue to drive improvements in teaching and learning</td> </tr> <tr> <td>Key Priority 2</td> <td>Development of a consistent and robust assessment regime to support learning and raise expectations.</td> </tr> <tr> <td>Key Priority 3</td> <td>Curriculum development to include phonics, reading, writing and mathematics.</td> </tr> </table> <p>The 2023-4 Development issues are likely to be:</p> <ul style="list-style-type: none"> • A continued 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 schools OFSTED 'good' status in the local community • A longer-term three-year plan (to include premises developments, catering etc). <p>9.2 SEF</p> <p>KA presented a 'long' and 'short' SEF. The 'short' SEF judgements reflect the OFSTED grades:</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>	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.	Quality of Education	Good	Behaviour	Good	Personal Development	Outstanding	Leadership and Management	Good	EYFS	Good	<p>9.1 Ofsted Report - March 2023</p> <p>9.2 Updated SEF to reflect Ofsted Report - HT</p> <p>9.3 Updated SIP to reflect Ofsted Report - HT</p> <p style="text-align: center;">KA</p>	
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10.	Governor updates since last meeting	<p>KA circulated an updated Pupil Premium development plan before the meeting. The original plan had four strands:</p> <ul style="list-style-type: none"> • improving reading the reading skills of PP children • increasing the number of PP children passing the phonics assessment • creating a secure level of well-being for PP children • improving the attendance of PP children <p>It is worth noting that whole school attendance is above the national average and ‘personal development’ was given an outstanding grade by OFSTED. The report includes an update, added by Sarah Gardiner, outlining progress in all four action areas.</p> <p>Governors felt that a combined Pupil Premium and Service Premium action plan is appropriate and should continue next year. A Governor noted that the DfE has advised that the 2023-4 Pupil Premium strategic plan covers three years rather than one.</p> <p>Kelly Mahon made a visit to school on 9th May to inspect the SATS assessment arrangements. She confirmed that the necessary procedures and processes were all in place and that storage and despatch arrangements were compliant. KMa and ES visited the school during the SATS and KS1 assessments (9th 13th May) and confirmed that all procedures were in order. They comment that the children seemed positive, enthusiastic and well-prepared.</p> <p>The school received a ‘spot-check’ visit by a member of the LA examination compliance team before the assessments began. There were no issues.</p> <p>KA confirmed that the KS1 and KS2 assessments will not be moderated this year.</p> <p>KA explained that in most year groups, whole school data identifies a deficit in writing. 78.5% reach the expected level in reading, 73.6% in mathematics and 71.1% in reading. However, in Year 3 and 4, mathematics is the deficit core subject and writing is stronger.</p> <p>Service children are performing well compared to their non-service peers. There are 15.4% more service children reaching the required standard in reading, 11% more in writing and 15% more in Mathematics. A Governor asked for an explanation of the phenomenon. Service children often underachieve in other schools. KA felt that service families moving to Carterton invest much time and careful thought into selecting a new school and therefore encourage their children to work hard to make this choice a success. She added that there was also a</p>	<p>Governor Reports/updates, other governor Monitoring Reports/updates, and external notes of visits (not covered elsewhere on the agenda)</p> <p>Learning Teaching and Inclusion 10.1 Pupil Premium and Service Premium Funding Review</p> <p>10.2 KS2 Test Administration Guidance</p> <p>10.3 Data Pack Governors</p>	KA



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		<p>greater proportion of children with high need in the non-service cohort.</p> <p>The Summer Year 1 Phonics target is 72% and this has been downsized from an 80% target earlier in the year. This reflects changes to this year group. The KS1 percentage reaching the expected standard in reading is 74%, writing is 64% and mathematics is 68%.</p> <p>The targets for KS2 SATs are writing 79% (reaching expected standard), Reading 74%, mathematics 79% and the three combined 74%.</p> <p>KA confirmed that OFSTED had been very positive about the assessment strategy employed by the school. They supported the use of six assessment outcomes and felt that SONAR has great potential to inform planning and staff development. She added that SONAR eliminates the need for staff to analyse paper copies of assessment data. A colleague can directly use SONAR to identify any learning deficits immediately, making pupil progress meetings very strategic.</p> <p>ES visited school on 9th March to meet KA to discuss staffing and CPD. KA is not anticipating any teacher resignations before May 31st. Staff in-house CPD continues, and Sarah Gardiner and KA will attend two external INSET sessions this term. These workshops will consider the ICT and humanities curriculum and will be cascaded to staff on their return to school. ES reports that morale is strong following the OFSTED visit. KA added that the buddy arrangement, where pairs of teachers watch each other teach, has been very successful.</p> <p>MC and ES completed the headteacher appraisal last week.</p> <p>A Governor asked if staff absence had been high this term. KA confirmed that staff absence has not been a significant issue this term.</p> <p>The teacher hours survey was completed in May and the results were circulated to colleagues before this meeting. 100% of respondents agreed that there was no bullying at school and 75% agreed that there was no pressure to work long hours.</p> <p>Governors were concerned that so few staff had engaged with the survey. KA felt that responses would have been far more numerous had staff felt particularly unhappy and frustrated. A low response suggests that staff do not regard workload as a major issue. She added that each staff meeting has a 'top-tips' section where staff share strategies and ideas to help each other with workload.</p> <p>GL confirmed that the budget was submitted to OCC before the deadline. It was signed off on behalf of the Governing Board by KM. the school will receive a visit from a member of the LA finance team on 22nd May. He/she will review the deficit recovery plan.</p>	<p>10.4 Governor Monitoring Report - Data Analysis - KM Discussion on effectiveness of Assessment Procedures Discussion on Quality First Teaching (using evidence available including Ofsted)</p> <p>Staffing Recruitment, appointments, and any other staffing issues. 10.5 Governor Monitoring Report - Staffing 10.6 Governor Monitoring Report Staffing - Review Appraisal & Performance Management Policy and staff job descriptions; Review staff attendance; report of effectiveness of Continuing Professional Development - ES</p> <p>10.7 Results of teacher hours Audit - HT Update on mid-year staff appraisals (including HT's)</p> <p>Finance Confirm approved budget submitted and authorised by Chair of Governors</p> <p>Premises (Excluding Health and Safety)</p>	



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		<p>MC visited school on 2nd May and met with GL. The two Governors undertook a Premises walk through. They noted that the external appearance of several buildings is poor and many have faded paint and chipped woodwork. The site manager is already engaged in an ongoing plan to decorate the weather-worn areas. GL and MC reviewed the school's insurance and utility costs and considered strategies to reduce these going forward. They also reviewed Hall usage. Wifi access points will need to be replaced this year as they are no longer fit for purpose. A lockable wheelie-bin has been supplied by WODC.</p> <p>GL confirms that evening and weekend bookings for school facilities have been maintained at a constant level. There is capacity for more lettings in the week, but key holding remains an issue. The site is already booked for footy-kids, karate and other activities over the summer. There has been no need to alter the Charging and Lettings Policy. This policy was approved by Governors.</p> <p>KA confirmed that the prospectus details on the school's website have been refreshed. References to the successful OFSTED will be added.</p>	<p>Premises issues to report to Governors.</p> <p>10.8 Governor monitoring report on Review Hall bookings/usage and discuss promotion of community hall and community engagement and insurance arrangements and premises costs.</p> <p>10.9 Review Charging and Letting Policy - MC</p> <p>Community Confirm revision of prospectus type information on the school's website (including update post-Ofsted)</p>	
11.	Safeguarding	<p>KA confirmed that there have been no safeguarding incidents to report.</p> <p>In answer to a question, KA confirmed that all the actions identified during the safeguarding audit earlier, have now been completed.</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>MC visited school on 2nd May and met with GL. The visit involved a Health and Safety walk through. They also reviewed all the Health and Safety documentation and logs. MC reports that a strong Health and Safety culture is evident in the school and that there is a sincere commitment to keep employees and children safe.</p> <p>GL reported that all issues identified during the visit have now been acted upon</p>	<p>Any H&S incidents to report to Governors.</p> <p>10.8 Governing Monitoring Report - H&S Workplace Assessment</p>	
13.	GDPR	<p>ES met with GL on 30th March. The monitoring visit involved a school and office walk through and a consideration security processes in the office. S confirms that:</p> <ul style="list-style-type: none"> • Documents are locked away securely in the office. • Pupil displays in public places are anonymous. • Medical arrangements are compliant, and, for example, pupil medical details held centrally in the staff room cannot be accessed by visitors or contract staff. • The pupil photograph permission procedure is compliant. • The DPO is provided by 'Turn it on'. They are pleased with progress made by school to address the GDPR action points identified during their earlier visit. • The GDPR policy will expire in September and will need to be re-approved by Governors. 	<p>Any issues/breaches since the last meeting?</p> <p>GDPR monitoring visit by ES 30th March</p>	JS/KA



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14.	Governor Business and Communication	<p>Key events that Governors may wish to attend are: 25th May GSA Colour Run 30th June Summer Fete 4th July EYFS and KS 1 Sports Day 5th July KS2 Sports Day 12th July Year 6 performance 18th July Leavers' Assembly</p> <p>The Board currently has vacancies for one Co-opted Governor and two Parent Governors</p> <p>Governors asked that responsibilities and areas of specialism 2023-4 should be reviewed at either the June or July meeting. Colleagues feel that post OFSTED, there is an opportunity to narrow areas of specialism so that key development areas are distilled from all the activity taking place at the school. By identifying these roles early, it will be possible to make a brisk start to the monitoring process in September.</p> <p>Governors noted that there will be a particular need for a finance specialist next year.</p>	<p>14.1 School Events Governors can attend.</p> <p>Confirm Governor Monitoring planned for the term.</p>	KM
15	Governor Training Update	<p>KMa has attended 'Inclusion What it Means to Governors' on 18th January 2023. She also attended 'Holding the School to Account on 28th February.</p> <p>ES attended Holding the School to Account on 28th February and 'Finance- School Budgets' on 30th January 2023. She also 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 will attend 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>Governor training undertaken or planned since last meeting.</p> <p>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>Staff Capability Policy 2023 ECT Policy 2023 The Staff disciplinary, conduct and grievance policy 2023. Teachers Pay Policy 2023 Children with health needs who can't attend school policy 2023 Sex and Relationship Education Policy 2023</p> <p>KM warned colleagues that a large tranche of policies will need to be reviewed in September.</p>	<p>17.1 Update Policy Tracker - policy review dates to be staggered.</p> <p>17.2 Staff Capability Policy - HT</p> <p>17.3 ECT Policy - HT</p> <p>17.4 Staff disciplinary, conduct and grievance policy - HT.</p> <p>17.5 Teachers Pay Policy - HT</p> <p>17.6 Children with health needs who can't attend school policy - HT.</p> <p>17.7 Sex and Relationship Education Policy - HT</p>	



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17.	Community Communication	The Chair's letter to parents will be published in April. The letter will stress the school's positive achievements during this term, including OFSTED's judgement. The letter will explain that the school roll is increasing (a sign of greater confidence and trust) but that classes will not become too large and unwieldy. Each class has the capacity to absorb these extra numbers without issue and the site is spacious.	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	<p>Headteacher</p> <ul style="list-style-type: none"> Provisional outline of SDP targets for next year Review Computing Code of Conduct Review and discuss Residential visits and approve planned Residential Visits for the year after next. <p>Kelly Mahon</p> <ul style="list-style-type: none"> Termly Report on meeting with SENCO -SEND/PP and other vulnerable groups provision effectiveness. <p>Mike Caffery</p> <ul style="list-style-type: none"> Report on annual inspection of premises and grounds including reporting on security and on monitoring of energy and utility bills to support sustainability. <p>Kevin Moyes</p> <ul style="list-style-type: none"> Present draft end of year Community Report - for Governor discussion Conduct self-review of governing body effectiveness: include succession planning, training needs and review of all governance policies if applicable. Consider Governance objectives for the year - SDP Target 		
	Dates of next meetings – 5.30pm in school	19 th June 2023 – Verbal Headteacher Report 17 th July 2023 – Written HT Report		

