



# GATEWAY PRIMARY SCHOOL

Lifelong love of learning

## Minutes of the Meeting of the Full Governing Board Monday, April 24th, 2023.

### 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.	<b>Welcome</b>	KM welcomed all to the meeting. The meeting began at 1pm and was quorate. The meeting was held online.		
2.	<b>Apologies for absence</b>	Apologies were received and accepted from Mike Caffrey Co-opted Governor (MC) and Kelly Mahon (KMa) Co-opted Governor		
3.	<b>Urgent Additional Items</b>	There were no urgent additional items.		
4.	<b>Declarations of Interests</b>	<ul style="list-style-type: none"><li>• Kevin is also Chair of Five Acres Primary School in Bicester and Carterton Primary School.</li><li>• Mike Caffrey has recently become a Governor at Rissington School in Gloucestershire.</li><li>• Gill Locke, Staff Governor, is also the school Business Manager</li></ul>		
5.	<b>Revenue Five Year Budget Plan</b>	<p>GL explained that she and KA have been developing this budget for some time and the OCC finance team have supported the process. The budget is built upon certain assumptions and pupil numbers and staff costs are key variables.</p> <p>It has been decided that the current 11-class structure will be maintained going forward. School leaders and Governors feel that this structure is critical to the future development of the school and is a 'non-negotiable' issue.</p>	Revenue Budget CFR 19 <sup>th</sup> April 2023	

Item No	Topic	Minute	Document Reference	Action																														
		<p>Commando Joe funding will expire in 2024 and wrap-around-care will yield £18,000 pa over the period</p> <p>Additional inflation related funding has been received by the school and there have been slight increases to Pupil Premium and forces premium funding.</p> <p>The OFSTED 'good' judgement has been well-received by the community and the EYFS class is completely full next year. New housing is under construction in the community and over the next few years, young families will occupy the new homes.</p> <p>The airfield will remain a key military asset for some years to come and its future seems secure. The school anticipates that pupil numbers will grow. GL and KA (and OCC) feel that the following pupil numbers are realistic:</p> <table border="1"> <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>248</td> <td>276</td> <td>292</td> <td>329</td> <td>315</td> </tr> </tbody> </table> <p>Class size will be:</p> <table border="1"> <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>22.5</td> <td>25.1</td> <td>26.5</td> <td>28.1</td> <td>28.6</td> </tr> </tbody> </table> <p>Staff costs remain 84% of revenue income. These remain constant for the first two years but fall in the year 2025-6 as it is likely that two colleagues will retire at this time. They are experienced professionals at the top of their pay scale.</p> <p>The LA have advised schools to expect a 4.5% teacher pay award this year and 2.5% in each of the following years and this has been factored into the budget.</p> <p>Support staff costs will fall after two years as the temporary contracts of two members of the support staff will be discontinued at this time. School leaders would like to retain the services of these members of staff and if the budget can accommodate this expense in 2025, it is hoped that contracts can be extended.</p> <p>The cost of Play Therapy and First Access Music have not been included beyond the first year. The school may choose to recommission these services at a later date, if the budget allows.</p> <p>The revenue balance is.</p> <table border="1"> <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>-£152.8</td> <td>-£152</td> <td>-£81.5</td> <td>+£51.9</td> <td>+£187</td> </tr> </tbody> </table>	2023-4	2024-5	2025-6	2026-7	2027-8	248	276	292	329	315	2023-4	2024-5	2025-6	2026-7	2027-8	22.5	25.1	26.5	28.1	28.6	2023-4	2024-5	2025-6	2026-7	2027-8	-£152.8	-£152	-£81.5	+£51.9	+£187		
2023-4	2024-5	2025-6	2026-7	2027-8																														
248	276	292	329	315																														
2023-4	2024-5	2025-6	2026-7	2027-8																														
22.5	25.1	26.5	28.1	28.6																														
2023-4	2024-5	2025-6	2026-7	2027-8																														
-£152.8	-£152	-£81.5	+£51.9	+£187																														

*K. Hayes*

Item No	Topic	Minute	Document Reference	Action										
		<p>GL reminded Governors that a balance of £91,000 has been included in the accounts to record the historic Federation overspend. Consequently, the ‘real’ deficit in Year 1 is £91,000.</p> <p>A Governor asked if the Local Authority will accept the Year 1 to 3 deficit. GL explained that most OCC schools are facing a challenging economic situation and will submit similar budgets. EYFS is full next year and this suggests that pupil numbers at Gateway are going to be secure in the near future. Moreover, the budget does yield a surplus after three years. The final approved budget will be submitted to OCC by 5<sup>th</sup> May and OCC may challenge the deficit. Governors will resist any pressure to reduce the number of classes in the structure to 10. Governors feel that any increase in class size will threaten the hard-won improvements made thus far.</p> <p>The nursery is popular, it has a strong local reputation, and has the potential to generate income for the school. A Governor asked if it could be ‘taken over’ by the school. KA explained that Brightstart are unlikely to release control of the facility unless they find it impossible to manage the nursery effectively because of staff resignations.</p> <p>A Governor asked if there was potential to generate more income from lettings. GL explained that the facilities were already intensively used. For example, the site is used by clubs and societies during school holidays. Lettings bring in £10,000 pa. Key holding remains an issue. Additional income can be neutralised by increased caretaking costs.</p> <p>A Governor noted that many people locally have a perception that Gateway is a military school. This is a disincentive for non-military families and reduces the number of children on roll. KA explained that service families account for 50% of all families. As service children tend to join and leave school at an unpredictable and rapid rate, a reduced forces ratio could increase stability. The non-military identity of the school can be developed during the September 2022 pupil recruitment window.</p>												
6.	Five Year Capital Plan	<table border="1" data-bbox="376 1771 1145 1845"> <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>£6.8</td> <td>£6.8</td> <td>£6.8</td> <td>£6.8</td> <td>£6.8</td> </tr> </tbody> </table>	2023-4	2024-5	2025-6	2026-7	2027-8	£6.8	£6.8	£6.8	£6.8	£6.8	Capital Budget CFR 19 <sup>th</sup> April 2023	
2023-4	2024-5	2025-6	2026-7	2027-8										
£6.8	£6.8	£6.8	£6.8	£6.8										
7.	Approval of Budget	The budget was approved by Governors.												



Item No	Topic	Minute	Document Reference	Action

*K. Hayes*