



# GATEWAY PRIMARY SCHOOL

**Lifelong love of learning**

## Minutes of the Meeting of the Full Governing Board Monday, March 13th, 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.	<b>Welcome</b>	KM welcomed all to the meeting. The meeting began at 5.30pm and was quorate. The meeting was held at school.		
2.	<b>Apologies for absence</b>	Apologies were received and accepted from Gill Locke		
3.	<b>Urgent Additional Items</b>	There were no urgent additional items.		
4.	<b>Declarations of Interests</b>	Kevin is also Chair of Five Acres Primary School in Bicester and Carterton Primary School.  Mike Caffrey has recently become a Governor at Rissington School in Gloucestershire.  Gill Locke, Staff Governor, is the school Business Manager		
5.	<b>Approval of FGB Minutes</b>	The minutes of the FGB Meeting held on January 16 <sup>th</sup> , 2023, were approved.  Action Log - all outstanding actions are included in the agenda	5.1 Minutes of FGB Meeting held on 1 January 16 <sup>th</sup> 2023. 5.2 Action Log – Note all outstanding Actions included in the agenda.	
6.	<b>Matters arising not covered on the agenda</b>	There were no additional issues.		

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7.	<b>Headteacher Report</b>	<p>KA presented the January Headteacher verbal report. Some of the issues identified were:</p> <ul style="list-style-type: none"> <li>• There are currently 251 children on roll (school capacity is 315). There are indications that there could be 260 children on roll in September.</li> <li>• There have been two fixed term exclusions this term. Both related to behavioural issues. The parents of both children have been supportive of the action taken by the school and the children are following an agreed reintegration plan.</li> <li>• KA reports that behaviour generally is good. There has been a recent influx of children from other schools and new arrivals can change the social dynamic of each class. However, this has not been an issue.</li> <li>• There is a vacancy for an office administrator. Interviews have taken place and KA is hopeful that the post can be filled quickly.</li> <li>• Year 6 assessments are taking place this week. If necessary, the development plan targets will be adjusted once the assessments have been moderated.</li> <li>• There will be a focus on the science curriculum this term. Science was already in a strong position when other curriculum areas were reviewed earlier in the year and was not included in the process. School leaders now have the capacity to undertake this task.</li> <li>• CPD has included phonics, ICT, metacognition and assessment training.</li> <li>• The school will attend an Easter service at the church.</li> <li>• Parents are blocking driveways when 'dropping off' children at the school gate in the morning and there have been complaints from residents. KA has contacted the PSCO and a representative from the Town Council has also agreed to attend and review the situation.</li> <li>• The parents' association will make and sell Mothers' Day gifts.</li> </ul> <p>A Governor asked how the parent association supports the school. KA explained that the parents' association raises significant funds. It has financed the purchase of new French curriculum materials, supported the 'stars' rewards and incentives scheme and it has covered the cost of coach hire to events such as the Fairford airshow.</p> <p>ES has confirmed that there will be a Governor and teacher social event later in the term. ES will organise</p>	7.1 Headteacher Report	ES				
8.	<b>Update from the Chair</b>	There are no specific issues to report. KM shared the fact that an OCC Governance Conference will take place on June 24 <sup>th</sup> , 2023. Details will follow	General Governance issues and any correspondence - verbal update.					
9.	<b>SEF and School Improvement Plan</b>	<p><b>9.1 SEF</b></p> <p>The SEF was updated in February 2023. It now includes the school's mobility factor (a specific Gateway issue).</p> <p>The SEF judgements remain:</p> <table border="1"> <tbody> <tr> <td>Quality of Education</td> <td>Good</td> </tr> <tr> <td>Behaviour</td> <td>Good</td> </tr> </tbody> </table>	Quality of Education	Good	Behaviour	Good	Updates since last meeting?	
Quality of Education	Good							
Behaviour	Good							



Item No	Topic	Minute	Document Reference	Action																				
		<table border="1" data-bbox="513 197 956 376"> <tr> <td>Personal Development</td> <td>Good</td> </tr> <tr> <td>Leadership and Management</td> <td>Good</td> </tr> <tr> <td>EYFS</td> <td>Good</td> </tr> </table> <p data-bbox="432 465 1177 499"><b>9.2 The 2022-3 School Improvement Plan priorities remain:</b></p> <table border="1" data-bbox="432 510 1177 813"> <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 data-bbox="432 857 1137 981">The School Improvement Plan has been RAG rated and adjustments have been made to objective 2.4. The only red issues relate to the curriculum, phonics screening and moderation. All these issues are in hand.</p> <p data-bbox="432 999 983 1032"><b>9.3 The performance targets for 2022-3 are:</b></p> <p data-bbox="432 1043 986 1167">Year 1 Phonics = GLD 86%  KS1 Expected standard in reading = 74%  KS1 Expected standard in writing = 64%  KS1 Expected standard in mathematics = 68%</p> <p data-bbox="432 1196 995 1285">KS2 Expected standard in reading = 84%*  KS2 Expected standard in writing = 80%*  KS2 Expected standard in mathematics = 87%*</p> <p data-bbox="432 1317 671 1350">*2023 SATS targets</p> <p data-bbox="432 1379 1182 1447">Whole school expected standard target in combined subjects is 67.9%.</p>	Personal Development	Good	Leadership and Management	Good	EYFS	Good	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.										
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10.	<b>Governor updates since last meeting</b>	<p data-bbox="432 1503 1166 1720">KMa visited the school on 9<sup>th</sup> February. The visit focused on attainment, the use of pupil progress meetings and the latest SONAR progress and attainment data. The visit carefully scrutinised the performance of Year 3 (the EYFS year during lockdown), Service Premium, SEND and Pupil Premium children. The percentage of children working at or above their expected levels are:</p> <table border="1" data-bbox="432 1749 1201 1980"> <thead> <tr> <th>Year</th> <th>Reading</th> <th>Writing</th> <th>Maths</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>81.4</td> <td>71.3</td> <td>77.8</td> </tr> <tr> <td>2</td> <td>87.2</td> <td>67.8</td> <td>83.8</td> </tr> <tr> <td>3</td> <td>76.2</td> <td>71.5</td> <td>69.1</td> </tr> <tr> <td>4</td> <td>76.2</td> <td>73.8</td> <td>71.4</td> </tr> </tbody> </table>	Year	Reading	Writing	Maths	1	81.4	71.3	77.8	2	87.2	67.8	83.8	3	76.2	71.5	69.1	4	76.2	73.8	71.4	<p data-bbox="1233 1525 1430 1749">Governor Reports/updates, other governor Monitoring Reports/updates, and external notes of Visit (not covered elsewhere on the agenda)</p> <p data-bbox="1262 1794 1398 1872">Teaching and Learning and Inclusion</p> <p data-bbox="1238 1895 1422 1991">10.1 Report on the effectiveness of Assessment Procedures</p>	
Year	Reading	Writing	Maths																					
1	81.4	71.3	77.8																					
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						10.2 Quality First Teaching Report - HT			
5		76.3	71	73.7				10.2 Quality First Teaching Report - HT	
6		81.6	73.6	76.3					
<p>KA was also able to provide helpful contextualised data to explain any trends and anomalies underpinning the data. KMa reports that class teachers have a thorough understanding of the strengths and issues faced by the children in each group. She adds that senior staff and class teachers work together strategically and that they are able to develop bespoke interventions at pupil progress meetings. SONAR can be used to support individual children. It identifies specific learning issues and gaps in knowledge that other platforms do not identify. Other systems will identify, for example, that 10% of a cohort are performing below the expected level. However, they do not immediately identify, who the 10% are, and if the same children were in this group last term. KA added that Gateway children are performing better than the other 800 SONAR schools nationally.</p> <p><b>A Governor asked if staff had 'bought in' to SONAR.</b> KA explained that there was some initial resistance but that the system has now become embedded. The platform is easy to use, intuitive and provides the background information needed for meetings with senior staff and parents.</p> <p><b>A Governor asked if the adoption of SONAR had made assessment consistent and robust.</b> KA explained that a much-simplified criteria is now used and that the descriptors feature more simple and positive language. For example, the descriptor 'working just at the expected level' provides an assessor with a more positive assessment alternative to 'under the expected level'.</p> <p><b>A Governor asked if TAs understand SONAR and how it works.</b> KA confirmed that they do.</p> <p>KMa visited school on 9<sup>th</sup> February to monitor the RSE curriculum. SRE embraces a range of areas including critical thinking and the Gateway school values. The visit considered how well the curriculum has become embedded within the whole school curriculum. KMa reports that the school values are often delivered through the RSE curriculum but that they also appear 'naturally' in other curriculum areas. The current topic is 'we are citizens' and children use the RESPECT acronym to identify the school values. For example, the P represents a 'positive attitude'. KMa will return later in the year to undertake a pupil voice exercise and a book look. KA explained that staff RSE INSET is planned later in the year.</p> <p><b>A Governor asked how the RSE curriculum will be developed in the future.</b> KA explained that the RSE links with other curriculum areas will be developed so that more of the curriculum is delivered 'naturally'. It will be necessary to increase the number of links with other subjects and strengthen those relationships that already exist.</p>									

KMa



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		<p>Matt Blyton (SIP) visited the school on 13<sup>th</sup> January to undertake a service children quality assurance visit. Matt's report is thorough and positive. He noted that:</p> <ul style="list-style-type: none"> <li>• Gateway service children preform as well or better than their peers.</li> <li>• The performance of service children is above the national average.</li> <li>• Service children's attendance is above the national average.</li> <li>• The Gateway curriculum is designed to work with service children who move to new schools during the academic year and those who spend their school holidays 'back home'.</li> <li>• The MOD's wrap around care initiative has been embraced by the school.</li> <li>• KA added that she a team from the Shrivenham Primary School (a local school with a large service catchment) have recently visited Gateway. Senior staff from Gateway will visit Shrivenham later in the term.</li> </ul> <p>The Sport Premium Report has been updated and evidence of monitoring activity is included in red text. Jump Start Jonny, Real PE and the spend on new sport equipment and maintenance have been reviewed. It is noted that the impact of this activity has improved lunchtime behaviour. Sport Premium funding also supports after school clubs and lunchtime sport activities.</p> <p>A Governor asked if the school had any issues with boys playing over-aggressive games of football. Some schools have banned such games because they intimidate other children and dominate the play space. KA explained that she only allows one game a week. The participants must wear appropriate kit, the match can only take place on the football pitch and a referee adjudicates.</p> <p>The Equality Plan was reviewed in February. Monitoring activities are indicated in green and the impact of the plan is written in blue. The impact criteria are tangible and measurable (for example, the number of bullying or racist issues experienced).</p> <p>KA explained that mid-year staff reviews are currently underway.</p> <p>KA reports that morale is good and that she is not anticipating a flurry of resignations in May.</p> <p>The P11 CFR profile was circulated before the meeting. Revenue income is £1,307,000 and this is a positive variance of £51,000. Income has been boosted by top-up funding and the Ukraine grant.</p> <p>Revenue expenditure is 1,440,000, a variance of -£87,000. This is largely the result of a pay awards and increased energy costs. It is likely that a deficit will be recorded at the end of the year.</p> <p>Governors feel that, at last, the school is beginning to attract increasing numbers of children and there is confidence that further good news from the school will enable this trend to continue. Gateway has a staff structure that has become more expensive following the 2022-3 staff pay awards. However, this structure enables the school to cope with further expansion and provides spaces for in-year, service transfers. The rapid and significant improvement to the quality of teaching and learning</p>	<p>Equalities 10.6 Equality Plan updated information on meeting objectives under the Equalities Act</p> <p>Staffing Recruitment, appointments, and any other staffing issues. 10.7 Teacher hours Audit results</p> <p>Finance Start work on drafting budget for the coming year. 10.8 P9 Budget Report 10.9 Governor Monitoring Report – Finance Meeting</p> <p>Premises (Excluding Health and Safety) Premises issues to report to Governors.</p>	



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		<p>throughout the school would not have been possible under the previous class structure. The 2023 deficit is therefore the 'cost' of school improvement.</p> <p>A new heating system has been installed in the Hall. The project was funded by OCC.</p>				
11.	<b>Safeguarding</b>	<p>DSL training (two staff) took place on 16<sup>th</sup> January 2023.</p> <p>KM has made a safeguarding monitoring submission. He noted that engineers were on site when he recently visited.</p> <ul style="list-style-type: none"> <li>All visitors to the site had DBS checks which have been verified by the school.</li> <li>In addition to this the school office had photographic ID to ensure that all the contractors were who they said they were.</li> <li>There was a signing in and out book.</li> <li>The engineers were all wearing high-vis jackets and are escorted by a member of school staff.</li> <li>There was a designated break area for the workforce.</li> </ul> <p>KMa met with the deputy headteacher (safeguarding lead) and a representative from the LA to discuss the feedback from Gateway's Section 175 Safeguarding Audit. The meeting covered training for staff and Governors, Governor monitoring, safeguarding pupil voice and the single central record. LMa reports that the verbal feedback from the LA was extremely positive. There are just two minor development points relating to:</p> <ul style="list-style-type: none"> <li>The recording of actions on CPOMS entries</li> <li>The use of direct safeguarding questions to staff during monitoring visits to school.</li> </ul> <p>Both actions are in hand</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>	<b>KMa/KA</b>		
12.	<b>Health and Safety</b>	<p>There have been no H&amp;S incidents to report.</p> <p>The Health and Safety Audit Report is positive. MC reports that the school has been advised to make the wheelie bins more secure to avoid vandalism/arson. Alternatives to a fenced compound were shared with colleagues. MC and GL will find an appropriate and cost-effective solution.</p> <p>MC has monitored the swimming folder.</p> <p>MC confirmed that ladder risk assessments and working at heights training is compliant. However, accidents involving ladders are very common and that this is an area that should be further scrutinised. Colleagues agreed that the 'dos and don'ts' of ladder use by the premises team should be clarified.</p> <p>MC confirmed that the last risk assessments will be online before the May meeting</p>	<p>Any H&amp;S incidents to report to Governors.</p> <p>12.1 Governor Monitoring Report - Risk Assessment check</p> <p>12.2 Governor Monitoring Report – compliance review of swimming folder</p>	<b>MC</b>  <b>GL</b>  <b>MC</b>		
13.	<b>GDPR</b>	There are no data issues to report.	<p>Any issues/breaches since the last meeting?</p> <p>Update from GDPR Governor</p>			
14.	<b>Governor Business and Communication</b>	<p>Governor specialisms in 2022-3 remain:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Chair</td> <td style="width: 50%;">Kevin Moyes</td> </tr> </table>	Chair	Kevin Moyes	<b>Governor Vacancies:</b> 2 Parent Governor Vacancies	
Chair	Kevin Moyes					



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15	<b>Governor Training Update</b>	<p>KMa has attended 'Inclusion What it Means to Governors on 18<sup>th</sup> January 2023. She also attended 'Holding the School to Account on 28<sup>th</sup> February.</p> <p>ES attended Holding the School to Account on 28<sup>th</sup> February and 'Finance- School Budgets' on 30<sup>th</sup> January 2023. She will attend 'Early Years Governance' on 10<sup>th</sup> May and 'Phonics for Governors' on 7<sup>th</sup> March.</p> <p>GL has attended 'Governor Induction A' on 23<sup>rd</sup> February and will attend part B on 16<sup>th</sup> March.</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.	<b>Policies Review/for approval (as per policy schedule)</b>	<p><b>Positive Handling Policy February 2023</b> KA explained that 'positive handling' at Gateway was very rare and that staff involved are appropriately 'Team Teach' trained. The policy was approved.</p> <p><b>Lettings Policy 2023</b> The policy was approved.</p> <p><b>Well-being Policy 2023</b> The policy was approved.</p> <p><b>Lone Working Policy 2023</b> The policy was approved.</p>	<p>17.1 Updated Policy Tracker – HT Any policies for approval -HT</p>																					



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17.	<b>Community Communication</b>	The Chair's letter to parents will be published in April.	17.1 Community communication – November Agree key messages for November parent communication including parent view link	
18.	<b>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</b>	Three Year Budget Approval		
	<b>Dates of next meetings – 5.30pm in school</b>	<p>A Budget Approval meeting will take place at 2pm on April 24<sup>th</sup>.</p> <p>The meeting scheduled for the 17<sup>th</sup> July may be moved to an earlier time – the school breaks for the Summer Holiday the following day</p> <p>24<sup>th</sup> April 2023 – Note date change @ 2pm  15<sup>th</sup> May 2023 – Written HT Report  19<sup>th</sup> June 2023 – Verbal Headteacher Report  17<sup>th</sup> July 2023 – Written HT Report*</p>		<b>JS</b>

